Canon

How to Use This Manual
Printing This Manual

MX340 series

On-screen Manual

MC-4432-V1.00

Basic Guide

Describes the summary of this product.

Advanced Guide

Describes the detailed function of this product.

Troubleshooting

MX340 series

Basic Guide

■How to Use This Manual
■Printing This Manual

MP-4182-V1.00

■Advanced Guide

Contents

Basic Guide

Contents > Overview of the Machine

Overview of the Machine

This section shows the component names of the machine and describes the basic operations you need to know before using it.

Main Components

> **Front View**
> **Rear View**
> **Inside View**
> **Operation Panel**

How to Navigate Menus on the LCD

> **Basic Operation in Each Mode**
> **Selecting Mode**
> **Selecting Menu Item from Specified Mode**
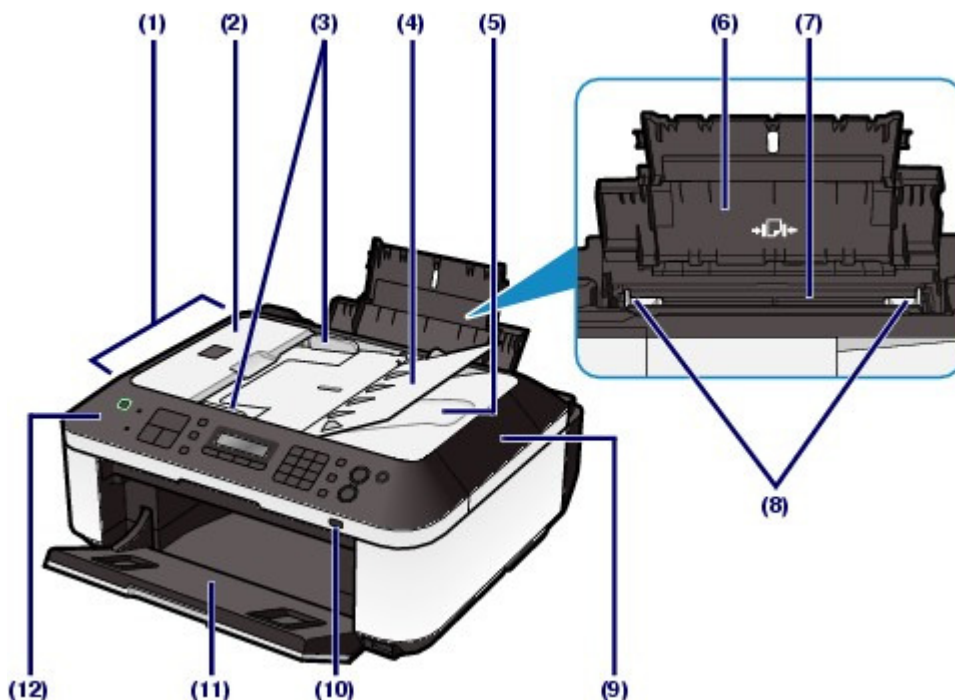> **Basic Operation on the Setting Options**

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Basic Guide

Main Components

- Front View
- Rear View
- Inside View
- Operation Panel

■ Front View

(1) ADF (Auto Document Feeder)

Load a document to copy, scan, or fax. The documents loaded in the Document Tray are scanned automatically one sheet at a time.

See Loading Documents in the ADF.

(2) Document Feeder Cover

Open when clearing jammed documents.

(3) Document Guides

Adjust these guides to match the width of document in the ADF.

(4) Document Tray

Open to load a document in the ADF. You can load two or more sheets of document of the same size and thickness. Load the document with the side you want to scan facing up.

(5) Document Output Slot

Documents scanned from the ADF are delivered here.

(6) Paper Support

Supports paper loaded in the Rear Tray. Open it to load paper.

(7) Rear Tray

Load various sizes or types of paper which you can use on the machine. Two or more sheets of the same size and type of paper can be loaded at the same time, and fed automatically one sheet at a time.

See Loading Paper.

(8) Paper Guides

Slide to align with both sides of the paper stack.

(9) Document Cover
Open to load an original on the Platen Glass.

(10) Wi-Fi lamp
Lights or flashes blue to indicate the wireless LAN status.

Lights: Wireless LAN active is selected.

Flashes: Printing or scanning over wireless LAN. Also flashes while searching for wireless LAN access point during setup and when connecting to the access point.

(11) Paper Output Tray
Opens automatically when printing or copying starts and printed paper is ejected.

(12) Operation Panel
Use to change the settings of the machine or to operate it.

See Operation Panel.

(13) Scanning Unit Detection Button
Locks the Scanning Unit (Cover) while the Document Cover is open. This button is pressed down when the Document Cover is closed, so that you can open the Scanning Unit (Cover). (You do not need to touch this button.)

For information on the Scanning Unit (Cover), see Scanning Unit (Cover) .

(14) Direct Print Port
Connect a PictBridge compliant device such as a digital camera or the optional Bluetooth Unit BU-30* to print directly.

See Printing Photos Directly from Your Digital Camera or Mobile Phone .

You can also insert a USB flash drive to this port to save scanned data on it.

Refer to the on-screen manual: Advanced Guide .

* The Bluetooth Unit is not available in some countries or regions depending on the local laws and regulations. For details, contact the service center.

⚠ Warning
- Do not connect any equipment other than PictBridge compliant devices, the optional Bluetooth Unit BU-30, and USB flash drives to the Direct Print Port of the machine. This may cause fire, electric shock, or damage to the machine.
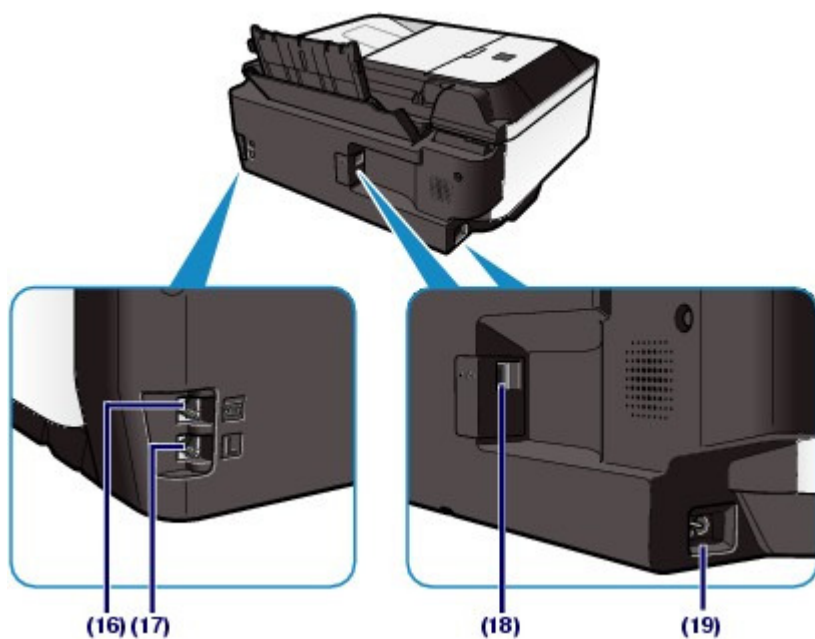
🚩 Important
- Do not touch the metal casing.
- Do not use the USB cable longer than around 10 feet / 3 meters to connect any PictBridge compliant device to the machine since it may affect the operation of other peripheral devices.

(15) Platen Glass
Load an original to copy, scan, or fax.

■ Rear View

(16) External Device Jack
Connect an external device such as telephone, answering machine, or modem of a computer.

📕 **Important**

● Do not touch the metal casing.

📖 **Note**

● Remove the Telephone connector cap to connect the external device.

(17) Telephone Line Jack
Connect the telephone line.

⚠ **Caution**

● To avoid an electric shock, do not touch the metal casing.

(18) USB Port
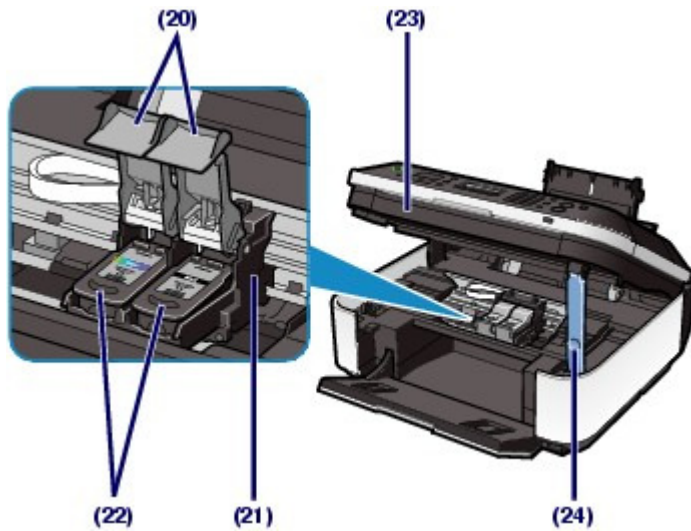Plug in the USB cable to connect the machine with a computer.

📕 **Important**

● Do not touch the metal casing.
● Do not plug in or unplug the USB cable while the machine is printing or scanning originals with the computer.

(19) Power Cord Connector
Plug in the supplied power cord.

■ Inside View

(20) Ink Cartridge Locking Covers

Lock the FINE Cartridges into place.

(21) FINE Cartridge Holder

Install the FINE Cartridges.

The Color FINE Cartridge should be installed into the left slot (**C**) and the Black FINE Cartridge should be installed into the right slot (**B**).

(22) FINE Cartridges (Ink Cartridges)

A replaceable cartridge that is integrated with Print Head and ink tank.

> **Note**
>
> ● For details on installing the FINE Cartridges, refer to the printed manual: *Getting Started*.

(23) Scanning Unit (Cover)

Scans originals. Open it to replace the FINE Cartridges or remove jammed paper inside the machine. When opening the Scanning Unit (Cover), lift it with the Document Cover closed.
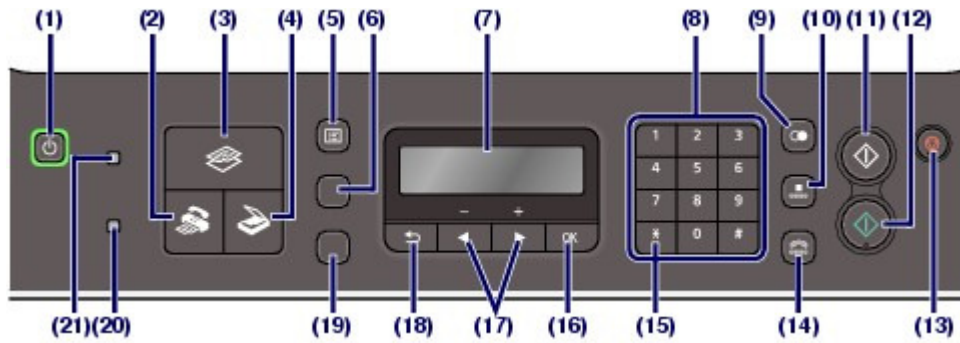
(24) Scanning Unit Support

Holds the Scanning Unit (Cover) being opened.

> **Important**
>
> ● The area (A) indicated in the figure below may be splattered with ink. It does not affect the performance of the machine.
> ● Do not touch the area (A). The machine may not print properly if you touch it.
>
>
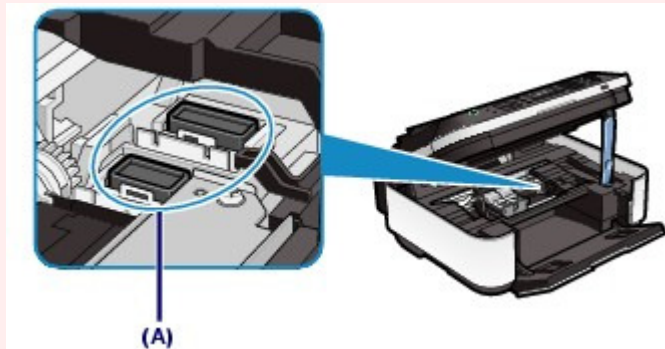
■ Operation Panel

(1) ON button (POWER lamp)

Turns the power on or off. Lights or flashes green to indicate the power status. Before turning on the power, make sure that the Document Cover is closed.

► Important

Disconnecting the power plug

- When disconnecting the power plug after turning off the power, be sure to confirm that the **POWER** lamp is not lit. If the power plug is disconnected from the wall outlet while the **POWER** lamp is lit or flashing, the machine may become unable to print properly since the Print Head is not protected.
- If the power plug is disconnected, the date/time settings will be reset and all documents stored in memory will be lost. Send or print a necessary document, or save it on the USB flash drive before disconnecting the power plug.

Note

- The machine cannot receive faxes when the power is turned off.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes in the machine's memory.

(2) FAX button

Switches the machine to the fax mode.

See Selecting Mode .

(3) COPY button

Switches the machine to the copy mode.

See Selecting Mode .

(4) SCAN button

Switches the machine to the scan mode.

See Selecting Mode .

(5) Menu button

Displays the menu screen.

See Selecting Menu Item from Specified Mode.

(6) Settings button

Used to change settings on the paper used for printing in the copy or fax mode, or scanning options for saving scanned data on a computer or a USB flash drive in the scan mode.

See Basic Operation on the Setting Options .

(7) LCD (Liquid Crystal Display)

Displays messages, menu items, and the operational status.

Note

- The LCD will turn off if the machine is not operated for about 5 minutes. To restore the display, press any button except the **ON** button or perform the print operation. The display will be also restored when receiving faxes.

(8) Numeric buttons

Used to enter numerical values such as the number of copies, as well as fax/telephone numbers and characters.

(9) Redial/Pause button

Used to select a number from those recently dialed with the Numeric buttons to redial. You can also use this button to enter pause time between or after numbers when dialing or registering numbers for example international calls.

(10) Coded Dial button

Used when sending a fax with a coded speed dial. Pressing this button displays the search coded speed dial screen or the search telephone number screen.

You can switch screens by pressing the ⌗ button.

In the search coded speed dial screen, enter a two-digit code. The recipient with that code will appear for selection. You can also use the ◀ (-) or ▶ (+) button to select a desired recipient.

In the search telephone number screen, enter the first letter of a registered name. The first recipient with a name beginning with that letter will appear for selection. Use the ◀ (-) or ▶ (+) button to select the desired recipient from the search results.

(11) Black button

Starts to make black & white copy, scan, fax transmission, etc.

(12) Color button

Starts to make color copy, scan, fax transmission, etc.

(13) Stop button

Cancels operation when copy, print, scan, or fax transmission/reception job is in progress.

(14) Hook button

Connects or disconnects the telephone line.

(15) Tone button

In the fax mode, switches to tone dialing temporarily or used to dial with the Numeric buttons, and also changes the input mode when entering characters.

(16) OK button

Finalizes the selection of a menu or setting item.

See How to Navigate Menus on the LCD .

Resolves an error when printing is in progress or resumes the machine's normal operation after removing jammed paper or to eject documents remaining in the ADF.

(17) ◀(-) ▶(+) buttons

Used to increase/decrease a setting value such as the number of copies, and select a menu item or setting option.

When entering numerical values such as a fax/telephone number, you can use the ◀ (-) button to cancel the entered character, and the ▶ (+) button to insert a space between characters.

When entering characters such as a name for registration, you can use the ◀ (-) or ▶ (+) button to move the cursor.

(18) Back button

Returns the LCD to the previous screen. This button is also used to delete a character under the cursor when entering characters such as a name for registration.

(19) FAX Quality button

Selects the scan contrast and resolution of the fax you are sending.

(20) Alarm lamp

Lights or flashes orange when an error occurs, such as paper-out or ink-out.

(21) In Use/Memory lamp

Flashes when sending or receiving faxes, and lights when there are documents saved in the machine's memory.

📖 Note

- The machine makes the beep sound when pressing buttons on the Operation Panel.
  To change the beep volume, see Machine Settings.

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How to Navigate Menus on the LCD

You can use the machine to make copies, send/receive faxes, or scan originals without a computer. You can also make good use of the various functions of the machine with menus and setting items displayed on the LCD.

This section describes the basic operation to change settings with menus displayed differently for each mode and the **Settings** button.

➡ Basic Operation in Each Mode
➡ Selecting Mode
➡ Selecting Menu Item from Specified Mode
➡ Basic Operation on the Setting Options

■ Basic Operation in Each Mode

Press the appropriate mode button (A) to switch the screen to the desired mode.
Then, use the **Menu** button (B) to select functions available in each mode.
To change settings on the paper used for printing in the copy or fax mode, or scanning options for saving scanned data on a computer or a USB flash drive in the scan mode, press the **Settings** button (C).
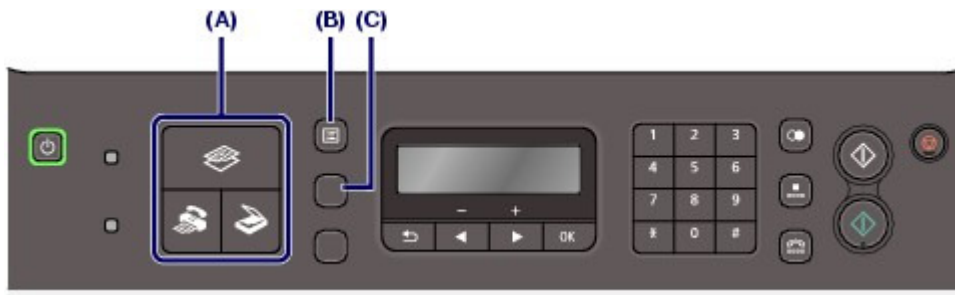
📖 Note

- Press the **Menu** button repeatedly until the desired menu appears. Use the ◄ (-) or ► (+) button to select an item, and press the **OK** button to finalize it.
- Press the **Back** button to return the LCD to the previous screen.
- For the listing of available menu items, see Selecting Menu Item from Specified Mode.
- To display Device settings, Maintenance, or Template print, press the **Menu** button repeatedly in any mode.
- Press the **Stop** button while any menu or setting item is being displayed to return to the standby screen for the current mode.

■ Selecting Mode

Press the appropriate mode button to switch to the desired mode.

 Switch to the copy mode.

You can select options such as Frame erase, 2-on-1 copy, and Collated copy in the Special copy menu.

 Switch to the fax mode.

You can perform operations such as printing a report/list, printing faxes saved on the memory, and registering numbers as well as specify the receive mode in the Fax settings menu.
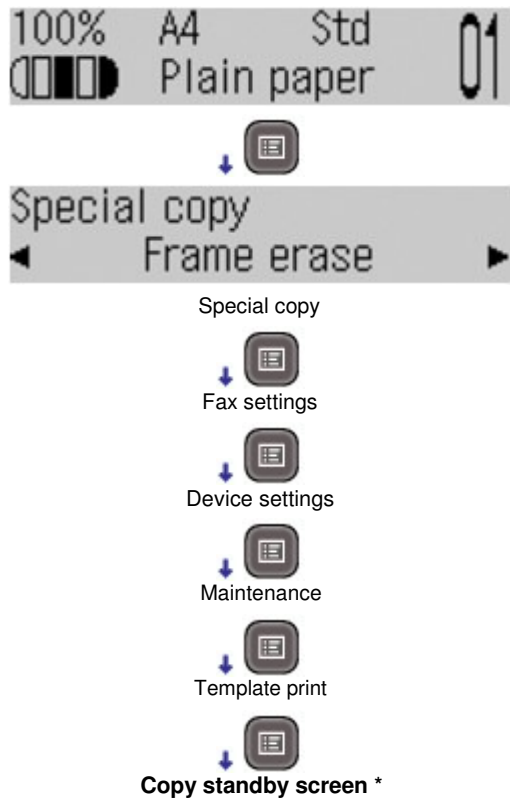
 Switch to the scan mode.

You can specify the place to save the scanned data in the Save to menu.

■ Selecting Menu Item from Specified Mode

Pressing the **Menu** button while in the copy standby screen cycles through the available menus in the order shown below. You can use the ▶ (+) button to scroll through the menu selections.
The following lists of menu items will help you find an appropriate menu item for a specific function you want to set.

100% A4   Std   01
◖◗◼◗◗ Plain paper

↓ 🔲

Special copy
◀   Frame erase   ▶

Special copy

↓ 🔲
Fax settings

↓ 🔲
Device settings

↓ 🔲
Maintenance

↓ 🔲
Template print

↓ 🔲
Copy standby screen *

* When starting from the fax or scan standby screen, pressing the **Menu** button repeatedly eventually returns the screen to the original fax or scan standby screen respectively.

📖 **Note**

- When you press the **Menu** button starting from the fax standby screen, the Fax settings, Device settings, Maintenance, and Template print menus appear in this order.
- When you press the **Menu** button starting from the scan standby screen, the Save to, Device settings, Maintenance, and Template print menus appear in this order.

● Menu Selections Available on Each Menu

Menu selection switches as follows every time you press the ▶ (+) button. Press the **OK** button to finalize the current selection.

Special copy
See Using Various Copy Functions.

Special copy
◀   Frame erase   ▶
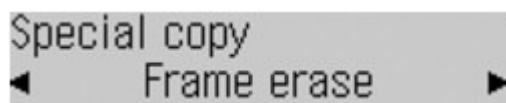
Frame erase
Sticker copy
Borderless copy
Image repeat
2-on-1 copy
4-on-1 copy
Collated copy

Fax settings
See Machine Settings.

Fax settings
Receive mode set. ▶

Receive mode set.
Memory reference
Print reports/lists
TEL no. registration
FAX user settings
Transmission settings
Reception settings

Save to

See Saving Scanned Data on the Computer .

Save to
PC ▶

PC
USB flash drive

Device settings

See Machine Settings .

Device settings
Print settings ▶

Print settings
LAN settings
Device user settings
Mobile phone settings[1]
Bluetooth settings[1]
PictBridge settings
Reset setting

[1] Appears only when the optional Bluetooth unit is connected to the machine.

Maintenance

Maintenance
Nozzle check ▶

Nozzle check
See Printing the Nozzle Check Pattern.
Cleaning
See Cleaning the Print Head .
Deep cleaning
See Cleaning the Print Head Deeply .
Print head alignment
See Aligning the Print Head .
Print head align value
See Aligning the Print Head .
Roller cleaning
See Cleaning the Paper Feed Roller .
Bottom cleaning[2]

[2] For details on Bottom Plate Cleaning, refer to the on-screen manual: Advanced Guide .

Template print

See Printing the Template Forms such as Notebook Paper .

Template print
Notebook paper 1 ▶

Notebook paper 1
Notebook paper 2
Notebook paper 3
Graph paper 1
Graph paper 2

Checklist
Staff paper 1
Staff paper 2
Handwriting paper
Weekly schedule
Monthly schedule

■ Basic Operation on the Setting Options

When printing in the copy or fax mode, or saving scanned data on a computer or a USB flash drive in the scan mode, you can use the **Settings** button to change settings on the paper for printing or scanning options according to the mode you use.
This section describes the procedure to change settings, taking the procedure to specify 4"x6"(10x15cm) for Page size in the copy mode as an example.
When printing from a computer, see Printing from Your Computer .

📖 Note

- To change the settings used when printing from a PictBridge compliant device or wireless communication device, refer to the on-screen manual: Advanced Guide .

1. Display the setting options.

(1) Press the **COPY** button to switch to the copy mode.

(2) Press the **Settings** button repeatedly until Page size appears.

2. Change the setting option.

(1) Use the ◄ (-) or ► (+) button to select a page size.
Example: Select 4"x6"(10x15cm) here.

(2) Press the **OK** button.

📖 Note

- To change the settings other than Page size, press the **Settings** button repeatedly until the desired option appears.
  For details on the setting options available by pressing the Settings button
  - For the settings in the copy mode, see Changing the Settings.
  - For the settings in the fax mode, see Preparing for Receiving a Fax .
    You can also adjust the scan contrast and resolution of sending faxes with the **FAX Quality** button.
    For details, see step 2 in Sending a Fax with the Numeric Buttons .
  - For details on the settings used for saving scanned data on a computer or a USB flash drive in the scan mode, refer to the on-screen manual: Advanced Guide .

Basic Guide

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Contents > Preparing for Faxing

Preparing for Faxing

This section describes typical examples of connecting and setting up the machine before using the faxing functions.

Confirming the Telephone Line Connection

Connecting Various Lines
Setting the Telephone Line Type

Specifying the Basic Settings for Faxing

Sender Information
Setting the Date and Time
Setting Daylight Saving Time (Summer Time)
Registering User Information
Entering Numbers, Letters, and Symbols
Other Basic Settings

Setting the Receive Mode

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Confirming the Telephone Line Connection

For the basic connection of the machine, refer to the printed manual: *Getting Started*. This guide describes other typical connections.
The machine cannot send/receive faxes if the connection is incorrect. Connect the machine correctly.
➡Connecting Various Lines
➡Setting the Telephone Line Type

🚩 Important

If the Power Disconnects Unexpectedly
- If there is a power failure or if you accidentally disconnect the power plug, the date/time settings as well as all documents stored in memory will be lost. The settings for user information, coded speed dial, group dial, and rejected numbers will be retained.

If the power disconnects, the following will apply:
- You will not be able to send or receive faxes, make copies, or scan originals.
- When you are connecting the telephone, whether or not you can use it depends upon your telephone line or telephone.

■ Connecting Various Lines

These are examples and could not be guaranteed to suit every connecting condition. For details, refer to the instruction manual supplied with the network device (control devices such as an xDSL (Digital Subscriber Line) modem or terminal adapter) you are connecting to this machine.

🚩 Important

Do not connect fax machines and/or telephones in parallel (US and Canada only)
- If two or more fax machines and/or telephones are connected in parallel, the following problems may occur and the machine may not operate properly.
  - If you pick up the handset of the telephone that is connected in parallel during fax transmission or reception, the fax image may be corrupted or a communication error may occur.
  - Such services as Caller ID, etc. may not operate properly on the telephone.
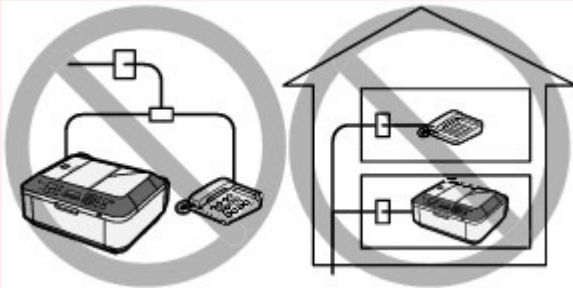
- If you cannot avoid parallel connections, set the receive mode to TEL priority mode, understanding that the above problems may occur. You will only be able to receive faxes manually.

📖 Note

- xDSL is the generic term for the high speed digital communication technology with telephone line such as ADSL/HDSL/SDSL/VDSL.

Connecting the telephone
- Before connecting a telephone or answering machine, remove the Telephone connector cap.

For users in the UK
- If the connector of the external device cannot be connected to the jack on the machine, you will need to purchase a B.T. adapter to connect as follows:
  Attach the B.T. adapter to the modular cable connecting the external device, then connect the B.T. adapter to the 📠 (External device) jack.

## ● Connecting to an Internet Telephone
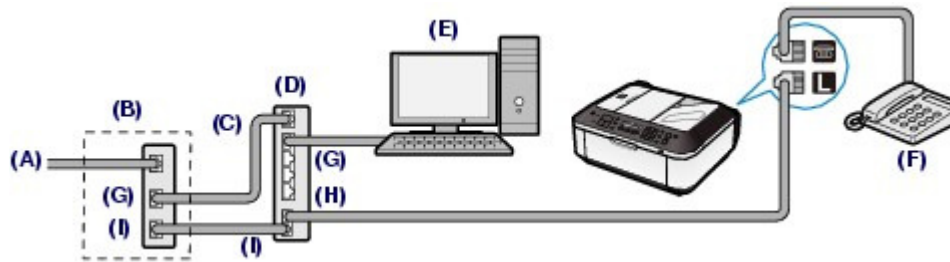
(A) Digital Subscriber Line
(B) xDSL modem (splitter may not be built-in to the modem)
(C) WAN (Wide Area Network)
(D) Broadband router compatible with Internet Telephone
(E) Computer
(F) Telephone or answering machine
(G) LAN (Local Area Network)
(H) TEL
(I) LINE
*Port configurations and names may vary depending on the product.

Note

- When connecting to the xDSL line, select the same line type as you are subscribing to in Telephone line type.
  See Setting the Telephone Line Type.

Connecting to an xDSL
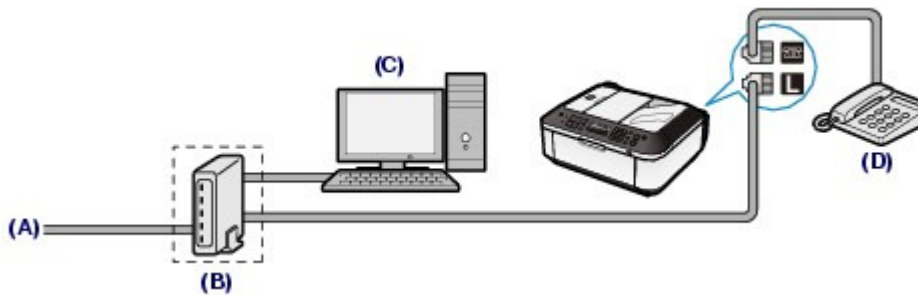
(A)Digital Subscriber Line
(B) xDSL modem (splitter may not be built-in to the modem)
(C) Computer
(D) Telephone or answering machine

Important

- When the splitter is not built-in to the modem, do not branch the telephone line before the splitter (wall side). And also, do not connect splitters in parallel. The machine may not be able to operate properly.

Note

- When connecting to the xDSL line, select the same line type as you are subscribing to in Telephone line type.
  See Setting the Telephone Line Type.

Connecting to an ISDN Line

For details on ISDN (Integrated Service Digital Network) connection and settings, refer to the manuals supplied with your terminal adapter or dial-up router.

Setting the Telephone Line Type

Before using your machine, make sure you set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company. For xDSL or ISDN connections, contact the telephone company or service provider to confirm your line type.

Note

- Telephone line type will not appear in countries or regions where Rotary pulse is not supported.
- You can print User's data list to check the current setting.
  For details, refer to the on-screen manual: Advanced Guide .
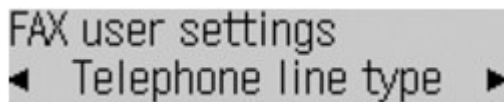
1. Display the Telephone line type screen.

(1) Press the **FAX** button, and press the **Menu** button.
The Fax settings menu will appear.

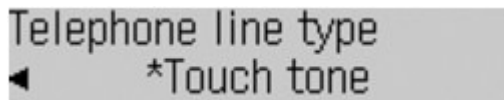**(2)** Use the ◄ (-) or ► (+) button to select FAX user settings, and press the **OK** button.
The FAX user settings menu will appear.

(3) Use the ◄ (-) or ► (+) button to select Telephone line type, and press the **OK** button.

```
FAX user settings
◄   Telephone line type   ►
```

2. Select the telephone line type.

(1) Use the ◄ (-) or ► (+) button to select the telephone line type.

```
Telephone line type
◄        *Touch tone
```

Rotary pulse: Suitable for pulse dialing.

Touch tone: Suitable for tone dialing.

(2) Press the **OK** button.

3. Press the **FAX** button to return to the fax standby screen.

◀ ▶

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Specifying the Basic Settings for Faxing

This section describes the basic settings for faxing such as how to register the sender information, to enter numbers and letters, to set daylight saving time, etc.
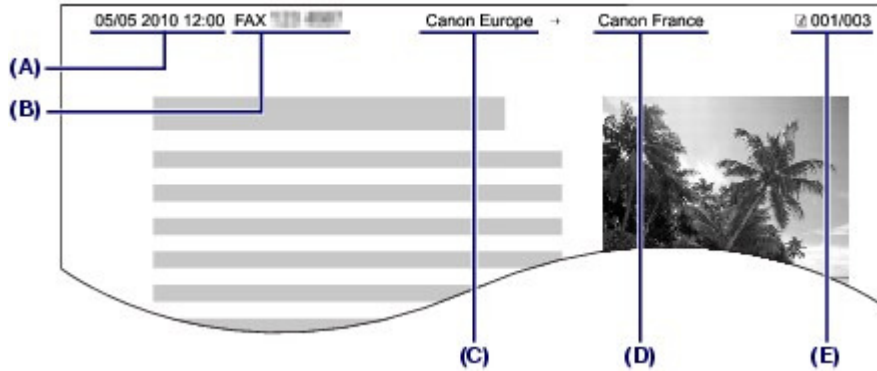
➡ Sender Information
➡ Setting the Date and Time
➡ Setting Daylight Saving Time (Summer Time)
➡ Registering User Information
➡ Entering Numbers, Letters, and Symbols
➡ Other Basic Settings

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Basic Guide

■ Sender Information

If the unit name and unit fax/telephone number are registered, they are printed with date and time as sender information on the recipient's fax.

(A) Date and time of transmission
(B) Unit fax/telephone number
(C) Unit name
(D) The registered recipient's name is printed when sending faxes with the coded speed dial.
(E) Page number

📖 Note

- You can print User's data list to confirm the sender information you have registered.
  For details, refer to the on-screen manual: Advanced Guide .

Available sender information settings

- The following settings are available.
  - When sending faxes in black & white, you can select whether to print the sender information inside or outside the image area (TTI position in TX Terminal ID).
  - You can select FAX or TEL to be added in front of the unit fax/telephone number (FAX/TEL number mark in TX Terminal ID).
  - You can select the date print format from three formats: YYYY/MM/DD, MM/DD/YYYY, DD/MM/ YYYY (Date display format in Device user settings).

■Advanced Guide ■Troubleshooting

■ Setting the Date and Time

Note

- When the machine is connected to a computer with the MP Drivers installed, the date and time setting will be copied from the computer to the machine. As long as the date and time are set accurately on your computer, you do not need to set them on the machine.
- If you disconnect the power plug or when there is a power failure, the date and time setting on the machine will be reset. When you connect the machine to a computer with the MP Drivers installed, the setting may be copied to the machine once again.

1. Display the Date/time setting screen.

(1) Press the **Menu** button repeatedly to display Device settings.
The Device settings menu will appear.

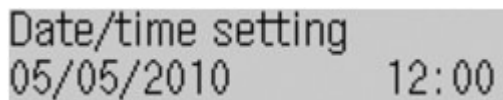**(2)** Use the ◄ (-) or ► (+) button to select Device user settings, and press the **OK** button.
The Device user settings menu will appear.

(3) Use the ◄ (-) or ► (+) button to select Date/time setting, and press the **OK** button.

2. Enter the date and time.

(1) Use the Numeric buttons to enter the date and time (in 24-hour format).
Enter only the last two digits of the year.

```
Date/time setting
05/05/2010        12:00
```

Note

- If you misentered the date and time, use the ◄ (-) or ► (+) button to move the cursor under the wrong number, and reenter the correct number.

(2) Press the **OK** button.

Note

- The date display format can be selected from three formats: YYYY/MM/DD, MM/DD/YYYY, or DD/MM/YYYY (Date display format).

3. Press the **FAX** button to return to the fax standby screen.

◀ ▶

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Setting Daylight Saving Time (Summer Time)

Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward at certain periods of the year.
You can set your machine to automatically change the time by registering the date and time that daylight saving time (summer time) begins and ends.

Important

- Not all the latest information of all countries or regions is applied for Summer time setting by default.
  You need to change the default setting according to the latest information of your country or region.
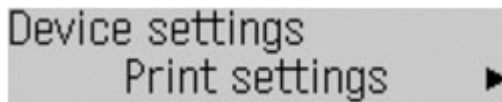
Note

- This setting may not be available depending on the country or region of purchase.
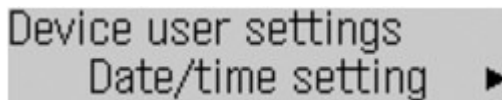
1. Display the Summer time setting screen.

(1) Press the **Menu** button repeatedly to display Device settings.
The Device settings menu will appear.

Device settings
Print settings ▶

(2) Use the ◄ (-) or ► (+) button to select Device user settings, and press the **OK** button.
The Device user settings menu will appear.

Device user settings
Date/time setting ▶

(3) Use the ◄ (-) or ► (+) button to select Summer time setting, and press the **OK** button.

2. Enable summer time.

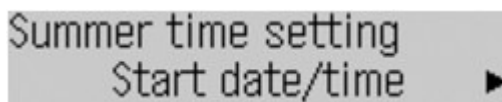**(1)** Use the ◄ (-) or ► (+) button to select ON to enable summer time, and press the **OK** button.

Summer time setting
*ON ▶
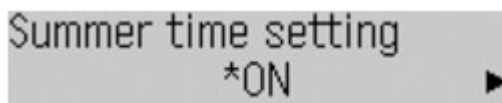
To disable summer time, select OFF.

3. Set the date and time that summer time starts.

(1) Make sure that Start date/time is selected, and press the **OK** button.
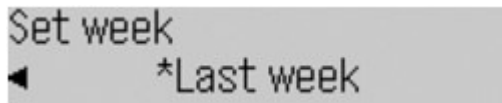
Summer time setting
Start date/time ▶

(2) Make sure that Set month is selected, and press the **OK** button.

(3) Use the ◄ (-) or ► (+) button to select the month when summer time starts, and press the **OK** button.

```
Set month
◄        *March            ►
```

(4) Make sure that Set week is selected, and press the **OK** button.

(5) Use the ◄ (-) or ► (+) button to select the week when summer time starts, and press the **OK** button.

```
Set week
◄      *Last week
```

(6) Make sure that Set day of week is selected, and press the **OK** button.

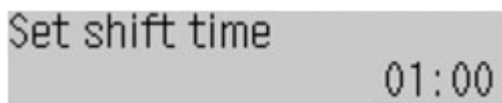**(7)** Use the ◄ (-) or ► (+) button to select the day of the week when summer time starts, and press the **OK** button.
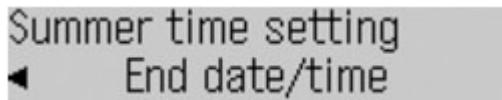
```
Set day of week
       *Sunday           ►
```

(8) Make sure that Set shift time is selected, and press the **OK** button.

(9) Use the Numeric buttons to enter the time (in 24-hour format) when summer time starts.
Precede single digits with a zero.

```
Set shift time
                  01:00
```

(10) Press the **OK** button.
The summer time start date/time will be set.

4. Set the date and time that summer time ends.

(1) Make sure that End date/time is selected, and press the **OK** button.

```
Summer time setting
◄      End date/time
```

(2) Make sure that Set month is selected, and press the **OK** button.

(3) Use the ◄ (-) or ► (+) button to select the month when summer time ends, and press the **OK** button.

```
Set month
◄        *October         ►
```

(4) Make sure that Set week is selected, and press the **OK** button.

(5) Use the ◄ (-) or ► (+) button to select the week when summer time ends, and press the **OK** button.

```
Set week
◄        *Last week
```

(6) Make sure that Set day of week is selected, and press the **OK** button.

(7) Use the ◄ (-) or ► (+) button to select the day of the week when summer time ends, and press the **OK** button.

Set day of week
                *Sunday   ▶

(8) Make sure that Set shift time is selected, and press the **OK** button.

(9) Use the Numeric buttons to enter the time (in 24-hour format) when summer time ends.
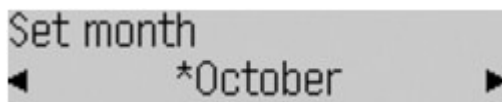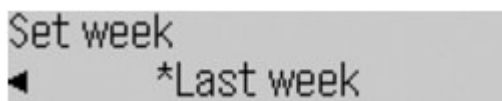Precede single digits with a zero.

Set shift time
                            02:00

(10) Press the **OK** button.
The summer time end date/time will be set.

5. Press the **FAX** button to return to the fax standby screen.

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■ Registering User Information

🚩 Important

- Before sending a fax, be sure to enter your fax/telephone number and name in Unit TEL no. registr. and Unit name registr. in the FAX user settings screen (for US only).

1. Display the Unit TEL no. registr. screen.

    (1) Press the **FAX** button, and press the **Menu** button.
        The Fax settings menu will appear.

    (2) Use the ◀ (-) or ▶ (+) button to select FAX user settings, and press the **OK** button.
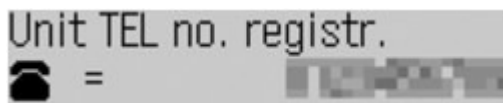   The FAX user settings menu will appear.

    (3) Use the ◀ (-) or ▶ (+) button to select Unit TEL. no. registr., and press the **OK** button.

2. Enter the unit fax/telephone number.

    (1) Use the Numeric buttons to enter unit fax/telephone number (max.20 digits, including spaces).
        To enter a plus sign (+) before the number, press the # button.

        📖 **Note**

        - For details on how to enter or delete numbers, see Entering Numbers, Letters, and Symbols.

    (2) Press the **OK** button.

3. Enter a unit name.

    (1) Make sure that Unit name registr. is selected, and press the **OK** button.

    (2) Use the Numeric buttons to enter a unit name (max.24 characters, including spaces).
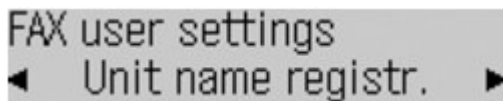

        📖 **Note**

        - For details on how to enter or delete characters, see Entering Numbers, Letters, and Symbols.

    (3) Press the **OK** button.

4. Press the **FAX** button to return to the fax standby screen.

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■ Entering Numbers, Letters, and Symbols

With the Numeric buttons on the machine, you can enter the unit name and the recipient's name for the coded speed dial.

The machine has three input modes: uppercase mode, lowercase mode, and numeric mode. The table below shows the characters that can be entered in each mode.

For example, in the uppercase mode, press the [2] button once to enter "A" and press the [2] button twice to enter "B". Thus, the characters in the table can be entered by pressing the appropriate button repeatedly.

Button	Uppercase mode (:A)	Lowercase mode (:a)	Numeric mode (:1)	Fax/Telephone no.
1			1	1
2	ABCÅÃÄÀÁÂÆÇ	abcåäáàãâæç	2	2
3	DEFËÉÈÊ	defëéèê	3	3
4	GHIÏÍÌÎ	ghiïíìî	4	4
5	JKL	jkl	5	5
6	MNOÑØÖÓÒÕÔ	mnoñøöóòõô	6	6
7	PQRSÞ	pqrsþ	7	7
8	TUVÜÚÙÛ	tuvüúùû	8	8
9	WXYZÝ	wxyzý	9	9
0			0	0
#	- . SP[*1] ★ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < > \ [*2~*2]			#
*	Press the **Tone** [*] button to switch to the uppercase mode (:A), lowercase mode (:a), or numeric mode (:1).		*	

[*1] "SP" indicates a space.

[*2] Displayed only when entering characters in the LAN settings.

1. Press the **Tone** [*] button to switch the input mode.

Each time the **Tone** [*] button is pressed, the input mode will be switched to the uppercase mode (:A), lowercase mode (:a), then numeric mode (:1).
The current input mode appears at the upper right corner of the LCD (:A, :a, :1).
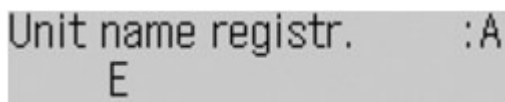Example: uppercase mode

Unit name registr.   :A

> 📖 **Note**
>
> * Here describes the procedure to enter the unit name as example. To display the Unit name registr. screen, see Registering User Information.

2. Use the Numeric buttons to enter characters.

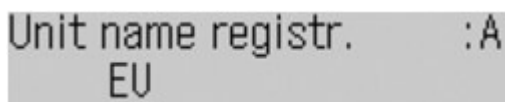Press the button repeatedly until the character you want to enter appears.

* **To enter characters (ex., to enter "EU"):**

  (1) Press the `3` button twice.

  ```
  Unit name registr.    :A
        E
  ```
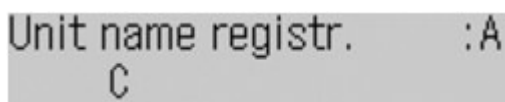
  (2) Press the `8` button twice.

  ```
  Unit name registr.    :A
        EU
  ```

* **To enter a character that is assigned to the same button as the previous entry (ex., to enter "A" after "C"):**

  (1) Press the `2` button three times.

  ```
  Unit name registr.    :A
        C
  ```

  (2) Press the ► (+) button, and press the `2` button again.

  ```
  Unit name registr.    :A
        CA
  ```

> 📖 **Note**
>
> * The following operations are available.
>   - To enter a space
>   Press the `#` button three times.
>   - To move the cursor
>   Press the ◄ (-) or ► (+) button.
>   - To insert a character
>   Move the cursor under the character to the right of the insertion position, and enter the character.
>   - To delete a character
>   Move the cursor under the character to delete, and press the **Back** button.
> * In the fax/telephone number entry field, the following operations are available.
>   - To enter a space
>   Press the ► (+) button.
>   - To delete the last number you entered
>   Press the ◄ (-) button.
>   - To enter a pause "P"
>   Press the **Redial/Pause** button.

Basic Guide

■ Other Basic Settings

You can select the following items in FAX user settings of Fax settings.
For details, refer to the on-screen manual: Advanced Guide.

● Auto print

When ON is selected, a received fax or Activity report will be printed automatically when the machine received a fax.
When OFF is selected, the received fax will not be printed but be stored in the memory and also TX/RX reports, MULTI TX (Transmission) report, and Activity report will not be printed automatically.

● TX Terminal ID

For sending faxes in black & white, selects the position to print the sender information from outside or inside the image area.
After selecting the print position, select FAX to print "FAX" or TEL to print "TEL" before your fax/telephone number.
When sending faxes in color, the sender information is printed inside the image area.

● Offhook alarm

Selects whether to set off an alarm when the handset is off hook.

● Volume control

Adjusts RX ring volume or Line monitor volume during the transmission.

● RX ring level

Selects the level of the ringing sound the machine makes.

● Activity report

Prints the history of sent and received faxes. The machine is set to print an Activity report after every 20 transactions by default. You can also print it manually by pressing the **FAX** and **Menu** buttons successively, and selecting Print reports/lists in the FAX settings menu.

◀ ▶

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Basic Guide

Contents > Preparing for Faxing > Setting the Receive Mode

Setting the Receive Mode

There are four receive modes as follows.
- TEL priority mode
- Fax priority mode
- Fax only mode
- DRPD*1 or Network switch*2

*1 This setting is only available in US and Canada.

*2 This setting may not be available depending on the country or region of purchase.

See Selecting a Receive Mode to select the appropriate mode.

📖 Note

- The receiving operation procedure varies depending on the selected receive mode. For the receiving method depending on each receive mode, see Receiving Faxes .
- If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the External Device Jack of this machine.
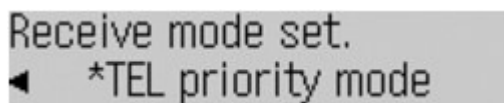
1. Select the receive mode.

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (-) or ► (+) button to select Receive mode set. in the Fax settings menu, and press the **OK** button.

> Fax settings
> Receive mode set. ►
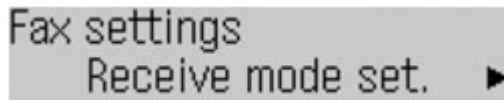
(3) Use the ◄ (-) or ► (+) button to select a receive mode, and press the **OK** button.

> Receive mode set.
> ◄ *TEL priority mode

The screen will return to the fax standby screen.

📖 Note

- If DRPD is selected, the fax ring pattern can be selected on the DRPD: FAX ring pattern screen. See Setting the DRPD Ring Pattern (US and Canada only) .

● Setting the DRPD Ring Pattern (US and Canada only)

If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, your telephone company will assign two or more telephone numbers with distinctive ring patterns to your single telephone line, allowing you to have different numbers for fax calls and voice calls using only one telephone line. Your machine will automatically monitor the ring pattern, and will automatically receive the fax if the ring pattern is a fax call.
To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

📖 Note

- Contact your local telephone company for detailed information on this service.

1. Display the DRPD: Fax ring pat. screen.

    (1) Press the **FAX** button, and press the **Menu** button.

    (2) Use the ◄ (-) or ► (+) button to select Reception settings in the Fax settings menu, and press the **OK** button.

    (3) Use the ◄ (-) or ► (+) button to select DRPD: Fax ring pat., and press the **OK** button.

2. Select the ring pattern.

    (1) Use the ◄ (-) or ► (+) button to select the ring pattern that your telephone company assigned to your fax number.
        Select from Normal ring, Double ring, Short-short-long, Short-long-short, or Other ring type.

        DRPD: Fax ring pat.
        ◄   Short-short-long   ►

    (2) Press the **OK** button.

3. Press the **FAX** button to return to the fax standby screen.

● Selecting a Receive Mode

You can select the receive mode suitable for your fax use conditions: whether or not you receive voice calls, and if you receive voice calls, how frequently you receive faxes or voice calls, etc.
Select the receive mode according to the following procedure.
Each mode has the option settings. Specify those settings if necessary.
For details, refer to the on-screen manual: Advanced Guide.

  ● **When receiving voice calls (with a telephone or answering machine connected to the machine):**

    When mainly receiving a voice call:

    ▼

    TEL priority mode

    When a call incomes, the telephone will ring. [*1]
    - If the call is a voice call, pick up the handset.
    - If the call is a fax, pick up the handset. When the machine starts receiving the fax, hang up the handset.
    - If the answering machine is connected, the message will respond when you do not pick up the handset.

    📖 **Note**

    Available settings for a fax [*2]
      ● Set the machine to receive the fax automatically even if you do not pick up the handset.
        Manual/auto switch
      ● Change the number of seconds until the machine starts receiving the fax.
        RX start time in Manual/auto switch

    When mainly receiving a fax:

    ▼

    Fax priority mode

    When a call incomes, the telephone will ring. [*1] The machine detects whether the call is a fax or voice call automatically.
    - If the call is a fax, the machine will receive the fax automatically.
    - If the call is a voice call, the machine will ring.

    📖 **Note**

Available settings for an incoming call ***2**

- Change the number of times to ring the telephone.
  Ring count

Available settings for a voice call ***2**

- Change the number of seconds until the machine starts ringing.
  Ring start time in Fax priority mode
- Change the number of seconds that the machine rings.
  Telephone ring time in Fax priority mode
- Set the machine to receive the fax after the machine stops ringing.
  Default action in Fax priority mode

When subscribing to a ring pattern detection service provided by your telephone company:

DRPD or Network switch

When a call incomes, the telephone will ring. *1 The machine detects a fax call by the fax ring pattern.
- If the call is a fax, the machine will receive the fax automatically.
- If the machine does not detect the fax ring pattern, the telephone will continue ringing.

Note

Available settings for a fax ***2**

- Change the number of times to ring the telephone.
  Ring count
- Set the fax ring pattern to be used when a fax incomes.
  DRPD: Fax ring pat.

When not receiving voice calls:

When receiving a fax only:

Fax only mode

When a fax incomes, the machine will receive the fax automatically.

*1 The telephone may not ring when a call incomes even if it is connected to the machine, depending on the type or settings of the telephone.
*2 The settings can be changed from the Reception settings menu. To display the Reception settings menu, press the **FAX** and **Menu** buttons successively, and select Reception settings in the Fax settings menu.
For details, refer to the on-screen manual: Advanced Guide .

Basic Guide

Contents > Faxing

Faxing

This section describes the basic operation to send or receive faxes with the fax functions of the machine.

Sending Faxes

Sending a Fax with the Numeric Buttons
Redialing the Number Dialed with the Numeric Buttons

Using Various Sending Functions

Settings for Sending Faxes

Receiving Faxes

Preparing for Receiving a Fax
Receiving a Fax
Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving)
Printing Documents in the Memory

Using Various Receiving Functions

Settings for Receiving Faxes

Using Useful Fax Functions

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Sending Faxes

This section describes dialing and sending faxes directly using the Numeric buttons.
For details on other ways to send faxes, see Using Various Sending Functions .
➡Sending a Fax with the Numeric Buttons
➡Redialing the Number Dialed with the Numeric Buttons

### ■ Sending a Fax with the Numeric Buttons

> ![flag] **Important**
>
> ● If you enter or register an incorrect fax/telephone number with the Numeric buttons, the fax
> will be sent to an unexpected recipient. When sending an important fax, we recommend
> sending the fax after confirming the recipient's condition.
> For details, refer to "Sending a Fax after Speaking on Telephone" in the on-screen manual:
> Advanced Guide .

You need to prepare:

Originals to send. See Originals You Can Load .
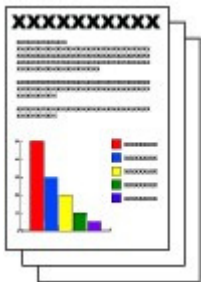
1. Prepare for sending a fax.

   (1) Make sure that the power is turned on.
   See Operation Panel .

   (2) Load the original in the ADF or on the Platen Glass.
   See Loading Originals.

   > ![flag] **Important**
   >
   > ● When sending a double-sided document, load the document on the Platen Glass. You
   > cannot scan double-sided documents in the ADF.

   > ![note] **Note**
   >
   > ● For details on the types and conditions of document which you can fax, see Loading
   > Originals.

(3) Press the **FAX** button.

2. Adjust the scan contrast and resolution as necessary.

(1) Press the **FAX Quality** button.
The Scan contrast screen will appear.

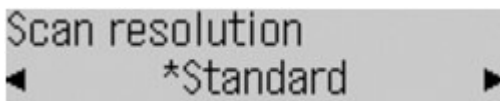**(2)** Use the ◀ (-) or ▶ (+) button to select the scan contrast.

The ◀ (-) button decreases the scan contrast, and the ▶ (+) button increases the scan contrast.

(3) Press the **OK** button.
The Scan resolution screen will appear.

(4) Use the ◀ (-) or ▶ (+) button to select the scan resolution.

Standard: Suitable for text-only documents.

Fine: Suitable for fine-print documents.

Extra fine: Suitable for detailed illustration or fine-print quality documents.

If the recipient's fax machine is not compatible with Extra fine (300x300dpi), the fax will be sent in the Standard or Fine resolution.

Photo: Suitable for photographs.

📖 Note

● The color fax is sent with the resolution for Photo.

(5) Press the **OK** button.

3. Send the fax.

(1) Use the Numeric buttons to dial the recipient's fax/telephone number.
In the fax/telephone number entry field, the following operations are available.

- Press a Numeric button to enter that number.

- Press the ▶ (+) button to enter a space.

- Press the ◀ (-) button to delete the last number you entered.

- Press the `#` button to enter "#", and the `*` button to enter " ✱ ".

- Press the **Redial** /**Pause** button to enter a pause "P".

(2) Press the **Color** button for color sending, or the **Black** button for black & white sending.

The machine starts scanning the original.

> 🚩 **Important**
>
> ● Color sending requires that the recipient's fax machine supports color faxing. If the recipient's fax machine does not support color faxing, you can set the machine to send a fax in black-and-white.
> For details, refer to the on-screen manual: Advanced Guide .
> ● Do not open the Document Cover until scanning is completed.

(3) Start sending.

When the document was loaded in the ADF
The machine scans the document automatically and starts sending the fax.

> 📖 **Note**
>
> ● To cancel sending the fax, press the **Stop** button, and follow the message on the LCD. If documents remain in the ADF after pressing the **Stop** button, follow the message and press the **OK** button. The remaining documents are automatically fed out.

When the original was loaded on the Platen Glass
The message will appear after scanning the original.
To send the scanned page, press the **OK** button to start sending it.

> 📖 **Note**
>
> ● To send two or more pages, follow the message to load the next page, and press the **Color** or **Black** button. After scanning all pages, press the **OK** button to start sending.
> ● To cancel sending the fax, press the **Stop** button.

> 📖 **Note**
>
> ● When your machine is connected to a PBX (Private Branch Exchange) system, refer to the operating instructions of the system for details on dialing the recipient's fax/telephone number.
> **Automatic redialing**
> ● When the recipient's line is busy, the machine will redial the number after a specified interval. To disable the automatic redialing, or change the number of redialing times or the redialing interval, refer to the on-screen manual: Advanced Guide .

■ Redialing the Number Dialed with the Numeric Buttons

1. Prepare for sending a fax.

(1) Make sure that the power is turned on.
See Operation Panel .

(2) Load the original in the ADF or on the Platen Glass.
See Loading Originals.

(3) Press the **FAX** button.

2. Adjust the scan contrast and resolution as necessary.

See step 2 in Sending a Fax with the Numeric Buttons .

3. Select the recipient to redial.

(1) Press the **Redial/Pause** button.

The fax/telephone number last dialed with the Numeric buttons will be displayed.

(2) Use the ◄ (-) or ► (+) button to select the fax/telephone number to redial.

(3) Press the **OK** button.

The selected number will appear in the fax sending screen.

4. Send the fax.

(1) Press the **Color** button for color sending, or the **Black** button for black & white sending.

The subsequent procedure varies depending on whether to load the original in the ADF or on the Platen Glass.

For details, see (3) of step 3 in .

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Basic Guide

Contents > Faxing > Using Various Sending Functions

Using Various Sending Functions

You can send a fax in various ways as follows.
For details, refer to the on-screen manual: Advanced Guide.

● Sending a Fax after Speaking on Telephone

You can send a fax manually after speaking on telephone if you want to talk to the recipient before sending a fax, or if the recipient has a fax machine that cannot receive fax automatically. You can dial with the telephone connected to the machine.

● Sending a Fax with Easy Operation by Registering Numbers

● Coded speed dial

If the recipient's name and fax/telephone number are registered to the coded speed dial code, you can select the fax/telephone number from the list of the registered codes.

● Group dial

If two or more recipients' fax/telephone numbers are registered to a coded speed dial as a group, you can send the same original to all the recipients in the group just by selecting its coded speed dial code.
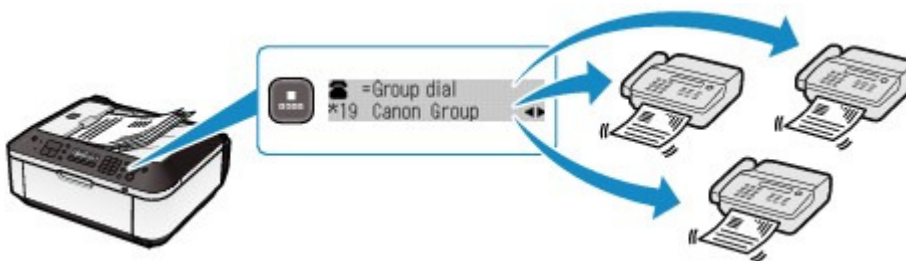
📖 Note

- You can search by name for a fax/telephone number registered to a coded speed dial or group dial.
- Coded speed dial and group dial can be registered and edited on a computer using Speed Dial Utility supplied with the machine.
  For details, refer to the on-screen manual: Advanced Guide.

● Sending Same Documents to Several Recipients (Sequential

Broadcasting)

You can send the same documents to two or more recipients with one operation. The recipients can be specified with the Numeric buttons, coded speed dial, and group dial in combination.
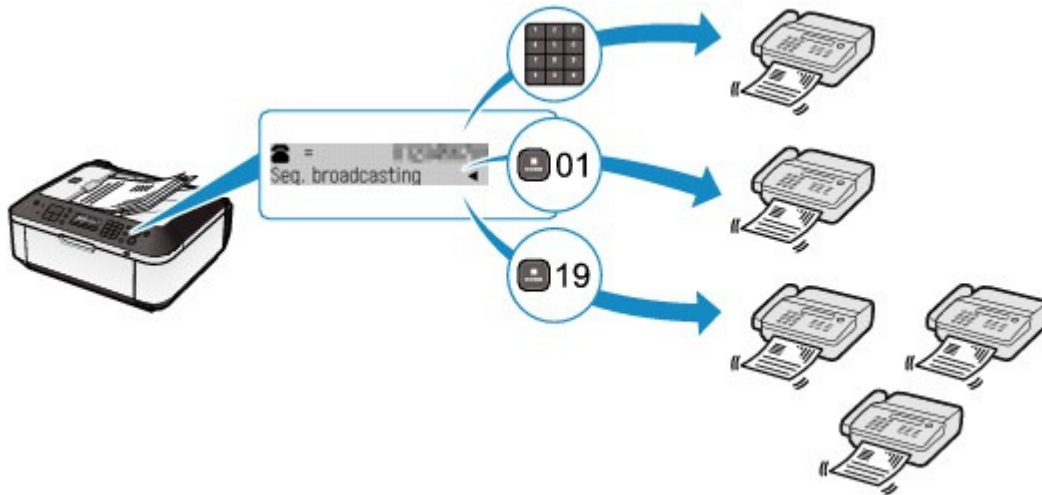
● Preventing Dialing a Wrong Number (Fax number re-entry)

To prevent dialing a wrong number, you enter the same number again for confirmation after entering the fax/telephone number with the Numeric buttons, and can send the fax only when the number is identical.
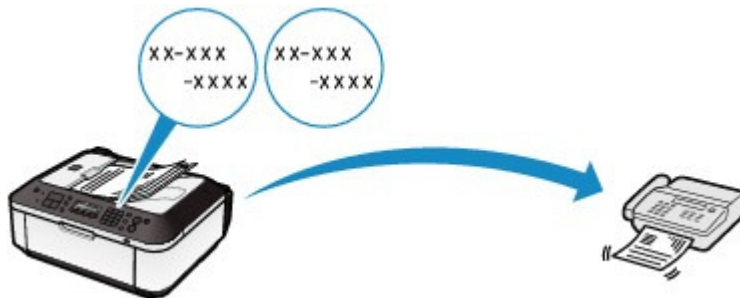
● Sending from Your Computer

If the machine is connected to a computer, you can send faxes using the fax driver from any application software that has a printing function.

Note

Using information services

- You can use many information services such as banks, airline reservations, or hotel reservations. These services require tone dialing for their services, so that you need to temporarily switch to tone dialing if your machine is connected to a rotary pulse line.

■ Settings for Sending Faxes

The machine has various settings for sending faxes as follows. Change the settings as necessary. For details, refer to the on-screen manual: Advanced Guide.

● ECM TX

Sends faxes in ECM (Error Correction Mode). When the recipient's fax machine is compatible with ECM, the machine resends the fax after correcting errors automatically.

● Pause time settings

Sets the length of time paused for each press of the **Redial**/**Pause** button when entering fax/ telephone number.

● TX start speed

Selects the fax sending speed.

● Color transmission

When faxing color documents using the ADF, the machine scans documents in black & white and send them if the recipient's fax machine does not support color faxing.

● TX report

Prints a sending report automatically after the machine sends faxes. You can select Do not print, Print error only, or Print for each TX.

● Dial tone detect

Sets the machine to send a fax after checking for the dial tone when operations for outgoing and incoming calls are required simultaneously, thus preventing incorrect transmission.

Note

● This setting may not be available depending on the country or region of purchase.

● Check RX fax info

Checks whether the dialed fax/telephone number and the sender information of recipient's fax machine are the same. If not, stop sending faxes.

● Hook key setting

Selects whether to enable or disable the **Hook** button on the machine to dial without picking up the handset of the telephone when sending a fax.

Basic Guide

Receiving Faxes

This section describes the operation to receive a fax with the machine depending on the receive mode. This section also describes the operation to print documents stored in the memory of the machine such as when ink or paper runs out.

➡ Preparing for Receiving a Fax
➡ Receiving a Fax
➡ Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving)
➡ Printing Documents in the Memory

■ Preparing for Receiving a Fax

Prepare for receiving a fax according to the following procedure.

1. Make sure that the power is turned on.

See Operation Panel.

2. Make sure of the receive mode setting.

(1) Press the **FAX** button.

(2) Confirm the receive mode.

```
05/05/2010    Sun  12:00
TEL prior            Standard
```
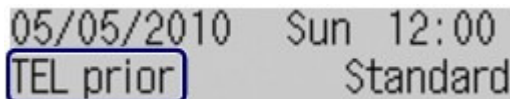
> 📖 **Note**
>
> ● To change the receive mode, see Setting the Receive Mode.

3. Load paper.

See Loading Plain Paper / Photo Paper.

Here we make sure that the plain paper is loaded in the Rear Tray.

4. Specify the paper settings as necessary.

(1) Press the **Settings** button.

The Page size screen will appear.

```
Page size
◄        *A4        ►
```
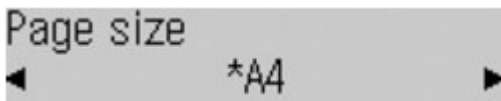
(2) Use the ◄ (-) or ► (+) button to specify Page size, and press the **OK** button.

You can specify A4, 8.5"x11"(LTR), or Legal (or 8.5"x14").

(3) Confirm that Plain paper is selected for Media type, and press the **OK** button.

> 📖 **Note**
>
> ● If a media type other than Plain paper is selected, select Plain paper.

```
Media type
        *Plain paper
```
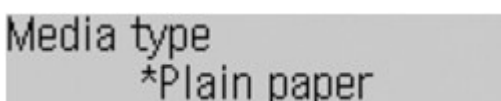
> **Note**
>
> - The paper settings are shared among the copy mode, fax mode, and template print. After printing in other modes, confirm or change the paper settings.
>   If page size other than A4, 8.5"x11" (LTR), or Legal (or 8.5"x14"), or a media type other than Plain paper is selected, faxes or reports cannot be printed.
>   See Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving) .

■ Receiving a Fax

Depending on the selected receive mode, the receive operation varies.
For the receive mode, see Setting the Receive Mode.

● When TEL priority mode is selected:

When the call is a fax:

The telephone will ring when a call incomes.

(1) Pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.
The machine will receive the fax.

> **Note**
>
> - If the machine will not switch to the fax, press the **FAX** button, then the **Color** or **Black** button to receive the fax.
> - You can receive faxes only by picking up the handset under the conditions below. To receive a fax without picking up the handset, select ON for Manual/auto switch.
>   - The telephone has no answering function.
>   - If the telephone has an answering function, it is deactivated.
>
> **Other options**
>
> - Set the machine to receive the fax automatically even if you do not pick up the handset.
>   See Settings for Receiving Faxes.
> - Change the number of seconds until the machine starts receiving the fax.
>   See Settings for Receiving Faxes.
> - Set the machine to enable you to initiate fax reception from a connected telephone (remote reception).

See Remote Reception.

When the call is a voice call:

The telephone will ring when a call incomes.

(1) Pick up the handset, and talk on the telephone.

📖 **Note**

- If you have subscribed to Duplex Ringing service in Hong Kong, the machine will receive faxes automatically even if you set the receive mode of the machine to TEL priority mode.

When the answering machine is connected to the machine

- If you do not pick up the handset, the message will respond. If the call is a fax, the machine will receive the fax automatically.
- Set your answering machine to answering mode and adjust it as follows:
  - The entire message should be no longer than 15 seconds.
  - In the message, tell your callers how to send a fax.
- If Manual/auto switch is set to ON, set RX start time longer than the time before the answering machine starts playing the answering message.
  After making this setting, we recommend that you confirm that messages are recorded successfully in the answering machine.

● When Fax priority mode is selected:

When the call is a fax:

The telephone will ring when a call incomes.

The machine will receive the fax automatically.

📖 **Note**

Other options
- Change the number of times to ring the telephone.
  See Settings for Receiving Faxes.

When the call is a voice call:

The telephone will ring when a call incomes.

When the machine detects a voice call, the machine will ring.

(1) Pick up the handset, and press the **Stop** button to talk on the telephone.

⚑ **Important**

- When the machine rings, pick up the handset before pressing the **Stop** button. If the **Stop** button is pressed before picking up the handset, the telephone call will be disconnected.

📖 **Note**

Other options
- Change the number of times to ring the telephone.
- Change the number of seconds until the machine starts ringing.
- Change the number of seconds that the machine rings.
- Set the machine to receive the fax after the machine stops ringing, even if you do not pick up the handset.

See Settings for Receiving Faxes .

● When Fax only mode is selected:

When the call is a fax.

The machine will receive the fax automatically.

📖 **Note**

- If a telephone is connected to the machine, the telephone will ring when a call incomes.

● When DRPD or Network switch is selected:

When the call is a fax:

The telephone will ring when a call incomes.

The machine will receive the fax automatically when the fax ring pattern is detected.

📖 **Note**

Other options
- Change the number of times to ring the telephone.
  See Settings for Receiving Faxes.

When the call is a voice call:

The telephone will ring when a call incomes.

When the machine does not detect the fax ring pattern, the telephone will continue ringing.

(1) Pick up the handset, and talk on the telephone.

Note

- To use this feature, you need to subscribe to a compatible service provided by your telephone company.
  Contact your telephone company for details.
  For DRPD
- You need to select the appropriate ring pattern on the machine.
  For details, see Setting the DRPD Ring Pattern (US and Canada only) .
  For Network switch
- The name of this service varies depending on the country or region of purchase. This setting may not be also available depending on the country or region of purchase.

■ Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving)

If the machine was not able to print a received fax, the machine stores the unprinted fax temporarily in its memory (memory receiving). An unsent fax is also stored in the memory. If an error occurred when sending a fax, it is not stored.
When a fax is stored in the memory, the **In Use/Memory** lamp lights and the message "Received in memory" appears on the LCD.

Important

- If you disconnect the power plug, all the documents stored in memory are deleted. Send or print necessary documents, or save them on the USB flash drive before disconnecting the power plug.

If the machine receives a fax under one of the following conditions, the machine will automatically store the received fax in its memory.

- Ink has run out.

  Replace the empty FINE Cartridge. The fax in memory will be automatically printed.

  ### Note

  - You can set to print received faxes forcibly even if ink has run out.
    However, a part of contents or all contents of the fax may not be printed since ink has run out. And also, the contents of fax will not be stored in memory.
  - In addition, if ink has already run out, it is recommended that OFF be selected for Auto print to store the received fax in memory while replacing an empty FINE Cartridge with a new one. After replacing the FINE Cartridge, set Auto print back to ON. The received faxes in memory will be printed.
    See Other Basic Settings .

- Paper has run out.

  Load the paper and press the **OK** button. The fax in memory will be automatically printed.

- Paper of a size other than selected for Page size is loaded.

  Load paper of the same size as selected for Page size, and press the **OK** button. The fax in memory will be automatically printed.

- A page size other than A4, 8.5"x11"(LTR), or Legal (or 8.5"x14") is selected for Page size.

  Select A4, 8.5"x11"(LTR), or Legal (or 8.5"x14") for Page size.

See Preparing for Receiving a Fax .

- A media type other than Plain paper is selected for Media type.

   Select Plain paper for Media type.

   See Preparing for Receiving a Fax .

- You pressed the **Stop** button to cancel printing of a fax.

   Press the **FAX** button to resume printing of the fax.

Note

- The machine can store up to approximately 50 pages* (max.20 documents) of faxes in memory.
  * When using ITU-T No.1 chart (Standard mode)
- If the memory becomes full, the machine cannot receive any more faxes. Print or delete the documents stored in memory, then have the sender resend the faxes.
  See Printing Documents in the Memory.

■ Printing Documents in the Memory

You can print all documents in memory at once or select a document for printing on the Memory reference screen. You can also save the documents on the USB flash drive.
This section describes the procedure to print all the received documents in the memory.

Note

- For the conditions the faxes are stored in the memory, see   Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving) .

1. Load paper.

   See Loading Plain Paper / Photo Paper .

   Here we make sure that plain paper is loaded in the Rear Tray.

2. Specify the paper settings as necessary.

   If a page size other than A4, 8.5"x11" (LTR), or Legal (or 8.5"x14"), or a media type other than Plain paper is selected, faxes or reports cannot be printed. Confirm or change the paper settings.
   See Preparing for Receiving a Fax .

3. Display the Memory reference screen.

   (1) Press the **FAX** button, and press the **Menu** button.

   (2) Use the ◄ (-) or ► (+) button to select Memory reference in the Fax settings menu, and press the **OK** button.

4. Print all the received documents in the memory.

   (1) Use the ◄ (-) or ► (+) button to select Print all RX docs, and press the **OK** button.
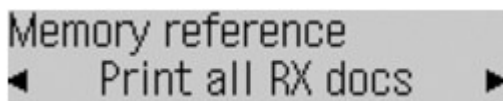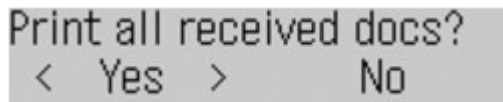
   ### Note

   - Select Print memory list to print the list of documents in the memory.
   - Select Print specified doc. to print a specified document.
   - Select Delete specified doc. to delete a specified document.
   - Select Print all RX docs to print all documents in the memory at the same time.
   - Select Delete all documents to delete all documents in the memory at the same time.
   - Select Save specified doc. to save a specified document on the USB flash drive.

● Select Save all documents to save all documents in the memory on the USB flash drive.
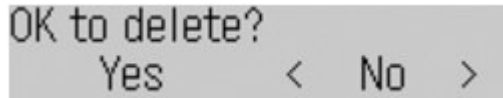
(2) Use the ◄ (-) or ► (+) button to select Yes, and press the **OK** button.

The machine starts printing documents in the memory one by one.

Print all received docs?
< Yes >   No

(3) To delete the printed document, use the ◄ (-) or ► (+) button to select Yes.

OK to delete?
Yes   < No >

To keep the document in the memory, select No.

(4) Press the **OK** button.

Note

● The deletion confirmation screen will appear each time after one document is printed.
Repeat the same procedure until all documents are printed.

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Basic Guide

Using Various Receiving Functions

The machine has various receiving functions as follows.
For details, refer to the on-screen manual: Advanced Guide.

Fax Reception Rejection

The machine can be set to reject faxes from specific senders. The fax reception rejection can be set for the faxes sent with no sender information, the numbers not registered to the coded speed dial, or the numbers registered to the rejected numbers.
Registration to Rejected numbers can be performed on a computer using Speed Dial Utility supplied with the machine.

Remote Reception

If the machine is located away from the telephone, pick up the handset of the telephone connected to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception).
The remote reception can be enabled or disabled with Remote RX.
Select ON to change Remote RX ID (remote reception ID).
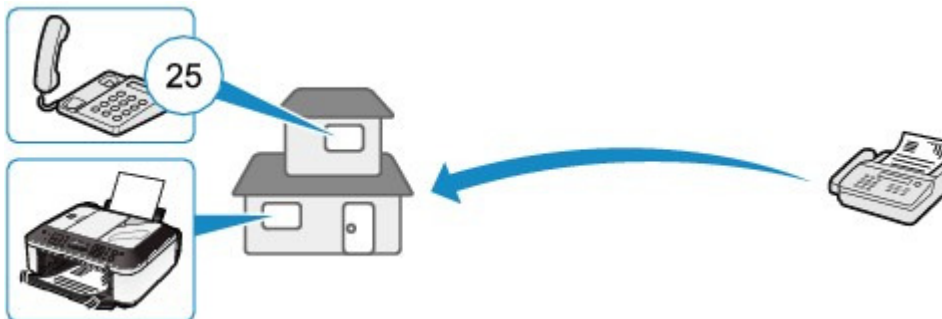
Settings for Receiving Faxes

The various settings of the machine for receiving faxes are listed below. Change the settings as necessary.
For details, refer to the on-screen manual: Advanced Guide.

ECM RX

Receives faxes in ECM (Error Correction Mode). When the sender's fax machine is compatible with ECM, it resends the fax after correcting errors automatically. Select ON to receive a color fax.

Fax priority mode

Selects the detailed settings such as the ring start time, telephone ring time, and default action when the receive mode is set to Fax priority mode.

Ring count

Selects the number of times to ring the external telephone when a call incomes.

● Manual/auto switch

Receives faxes automatically after the external telephone rings a specified length of time when the receive mode is set to TEL priority mode.

● RX image reduction

Reduces to print received faxes automatically so that they fit in the selected page size.

● RX start speed

Selects the fax receiving speed.

● RX report

Prints a reception report automatically after the machine receives faxes. You can select Do not print, Print error only, or Print for each RX.

● Caller rejection

Rejects the calls from the specific destinations if you have subscribed to the Caller ID service.

Note

● This setting may not be available depending on the country or region of purchase.

Basic Guide

Contents > Faxing > Using Useful Fax Functions

Using Useful Fax Functions

The machine has various fax functions as follows.
For details, refer to the on-screen manual: Advanced Guide.

● Print reports/lists

Press the **FAX** button, then the **Menu** button to display the Fax settings menu, and select Print reports/lists. The various kinds of reports or lists can be printed.
This section shows a sample of the Activity report and Telephone number list.

● Activity report

Prints the history of sent and received faxes. The machine prints an Activity report after every 20 transactions by default.

● TEL number list

● TEL no. registration

The numbers below can be registered by pressing the **FAX** button, then the **Menu** button to select TEL no. registration in the Fax settings menu. Each registration can also be performed on a computer using Speed Dial Utility supplied with the machine.
For details, refer to the on-screen manual: Advanced Guide.
Coded speed dial: Registers a frequently used fax/telephone number for a coded speed dial code.
Group dial: Registers two or more fax/telephone numbers for a group dial.
Rejected numbers: Registers a fax/telephone number for rejection.

Basic Guide

Contents > Copying

Copying

You can copy in the various methods such as enlarging/reducing or copying two original pages onto a single sheet of paper.

Making Copies

    Changing the Settings

Using Various Copy Functions

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Basic Guide

Contents > Copying > Making Copies

Making Copies

This section describes the procedure to copy a document of A4 size on plain paper.
For the operation, see the notes and operation procedure described in the reference page.
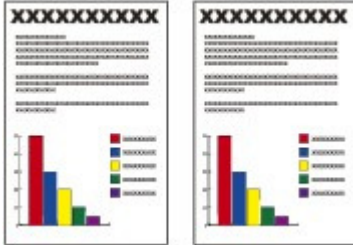
You need to prepare:

Originals to copy. See Originals You Can Load .
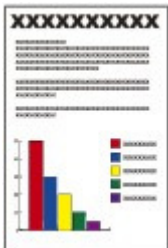
Paper for printing. See Media Types You Can Use .

1. Prepare for copying.

(1) Make sure that the power is turned on.
   See Operation Panel .

(2) Press the **COPY** button to select the copy mode, if other than the copy mode
   has been selected.
   The copy standby screen will appear.

(3) Load paper.
   See Loading Plain Paper / Photo Paper .

   Here we make sure that A4 plain paper is loaded in the Rear Tray.

(4) Open the Paper Output Tray gently.

(5) Load an original on the Platen Glass or in the ADF.
See Loading Originals.

To load the original on the Platen Glass, align it with the alignment mark ⤢ WITH THE SIDE TO COPY FACING DOWN as shown below.

Then close the Document Cover gently.

📖 **Note**

- For details on the types and conditions of the original which can be copied, and how to load the original in the ADF, see Loading Originals.
- Characters and lines written with a light colored pen or highlight pen may not be copied properly.

2. Start copying.

(1) Use the ◀ (-) or ▶ (+) button or the Numeric buttons to specify the number of copies (D).

(2) Confirm the page size, media type, and other settings.
Here we confirm that 100% for Enlarge/Reduce (A), A4 for Page size (B), Plain paper for Media type (E), and Std (Standard) for Image quality (C) are specified.

📖 **Note**

- To change or confirm the page size, media type, or other settings, press the **Settings** button repeatedly until the desired setting item appears.
  See Changing the Settings.
- To make copies in various layout, press the **Menu** button to display the Special copy menu, and use the ◀ (-) or ▶ (+) button to select the functions.
  See Using Various Copy Functions .
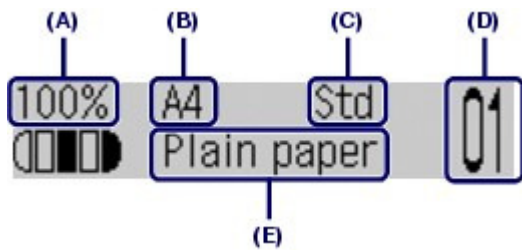
(3) Press the **Color** button for color copying, or the **Black** button for black & white copying.

The machine starts copying.

Remove the original on the Platen Glass or the Document Output Slot after copying is completed.

> **Important**
>
> ● Do not open the Document Cover or move the loaded original until copying is completed.

> **Note**
>
> ● Press the **Stop** button to cancel copying.
> ● The machine can receive faxes even in the copy mode.

■ Changing the Settings

You can use the **Settings** button to change the print settings such as page size, media type, or image quality to print.
Press the **Settings** button to display the setting items in the following order.
To change the setting, display the desired item and use the ◄ (-) or ► (+) button to select the option, and then press the **OK** button.
The LCD returns to the copy standby screen when the setting is complete.
For details, refer to the on-screen manual: Advanced Guide.
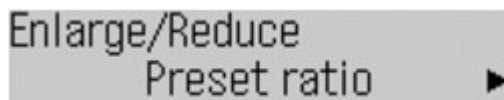
Enlarge/Reduce

Specify the enlargement/reduction manner. You can specify the copy scale by selecting the optional number or the page size: 86% A4 -> B5, 115% B5 -> A4, etc. If you do not want to enlarge/reduce the page size, select 100%.

Page size

Select the page size of the paper to print: A4, 8.5"x11" (LTR), etc.

Media type

Select the media type of the paper to print: Plain paper, Plus Glossy II, etc.

> **Note**
>
> ● If you do not select the media type correctly, the machine may not print with the proper image quality.

Copy intensity

Specify the intensity when you want to make the darkened/lightened copy. You can also set the intensity to automatically adjust according to the original. When Auto adjust (A) is selected, the ADF is not available.

Image quality

Specify the image quality according to the requirements of the original to copy: High, Standard, and Fast. The available image quality options vary depending on the paper selected for Media type.

> **Note**
>
> ● If 2-on-1 copy or 4-on-1 copy is selected, select A4 or 8.5"x11" (LTR) for Page size.
> ● If Borderless copy is selected, select 8.5"x11" (LTR), A4, 4"x6" (10x15cm), or 5"x7" (13x18cm) for Page size and any types of paper except Plain paper for Media type. You

cannot make a borderless copy of the document loaded in the ADF. Load the original on the Platen Glass.
- If Borderless copy is selected, slight cropping may occur at the edges since the copied image is enlarged to fill the whole page.
- The settings of the print quality, automatic intensity adjustment, etc. are retained, and these settings will appear next time when the copy mode is selected even if the power is turned off and on.
  The settings of the page size and media type are retained and shared among the copy mode, fax mode, and template print.
- Combination of setting some items cannot be specified depending on the function.
- If you select Fast with the media type set to Plain paper and the quality is not as good as expected, select Standard or High and then try copying again.

Basic Guide

Contents > Copying > Using Various Copy Functions

Using Various Copy Functions

You can make various kinds of copies, such as making borderless copies or copying two pages onto a single sheet, by selecting Special copy in the copy mode.
For details, refer to the on-screen manual: Advanced Guide.
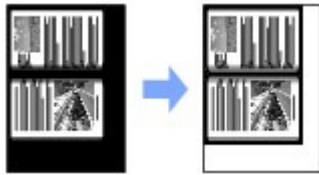
Frame erase

Sticker copy
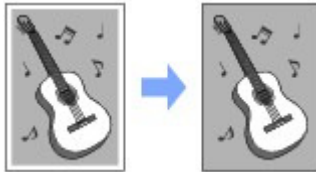
Borderless copy
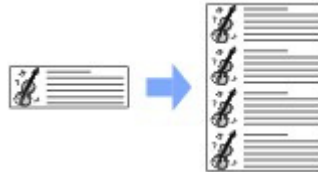
Image repeat

2-on-1 copy

4-on-1 copy
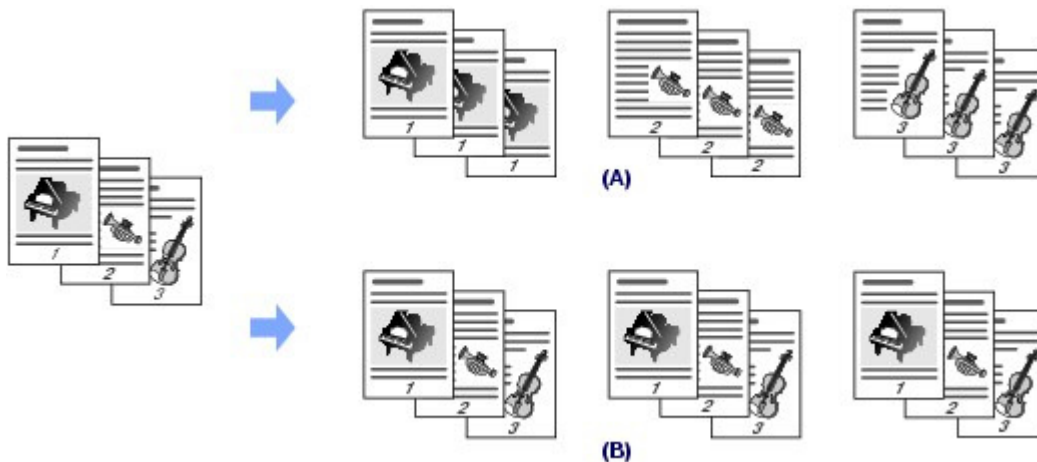
(A)

(B)

(A) Collated copy is not selected
(B) Collated copy is selected

Basic Guide

Contents > Scanning

Scanning

You can save scanned data to your computer, and edit or process them with the supplied software application. You can also save scanned data on a USB flash drive inserted into the machine.

Saving Scanned Data on the Computer

Preparing for Scanning with the Operation Panel
Saving Scanned Data on the Computer

Using Various Scan Functions

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Basic Guide

Contents > Scanning > Saving Scanned Data on the Computer

Saving Scanned Data on the Computer

You can save scanned data on the computer with the USB cable or via a network.
This section describes the procedure to detect the type of original automatically with Auto scan, and save the scanned data on the computer connecting with the USB cable, according to the settings specified with MP Navigator EX.
For operations to save scanned data on a USB flash drive and to scan originals from the computer, refer to the on-screen manual: Advanced Guide.

Important

- Please note that Canon shall not be liable for any damage or loss of the data for any reason whatsoever, even within the warranty period of the machine.

Note

- You can select Auto scan only when saving scanned data on the computer with the USB cable.
- The machine can detect the following types of originals with Auto scan: photo, postcard, business card, magazine, newspaper, text document, and DVD/CD. For other originals, use the computer to specify the type or size of originals and scan them.
  For details, refer to the on-screen manual: Advanced Guide .

■ Preparing for Scanning with the Operation Panel

Before scanning originals, check the following:
- Are the necessary software applications (MP Drivers and MP Navigator EX) installed?
  Install MP Drivers and MP Navigator EX from the *Setup CD-ROM* when they have not been installed or have been uninstalled. To install MP Drivers and MP Navigator EX, select MP Drivers and MP Navigator EX in Custom Install.
- Are the settings for saving data scanned with Auto scan specified in MP Navigator EX?
  When you save scanned data on the computer with Auto scan using the Operation Panel, you can specify the settings for saving scanned data in Preferences of MP Navigator EX.
  For details on the settings, refer to the on-screen manual: Advanced Guide .
- Does the original to be scanned meet the requirements for the original to be loaded on the Platen Glass or in the ADF?

  For details, see Originals You Can Load .

● If the Machine Is Connected via USB

Confirm that the connection with USB cable between the machine and the computer is physically secure.

● If the Machine Is Connected over a Network

When you use a computer connected over a network, check the following:
- Is the machine selected in the settings screen of the Canon IJ Network Scan Utility?
  For details on the setting procedure, refer to the on-screen manual: Advanced Guide .
- Is the Canon IJ Network Scan Utility running?
  For details, refer to the instructions for scanning over a network in the on-screen manual: Advanced Guide.

■ Saving Scanned Data on the Computer

1. Select the scan operation.

  (1) Make sure that the power is turned on.
    See Operation Panel .

(2) Press the **SCAN** button.

(3) If Save to is being displayed, use the ◄ (-) or ► (+) button to select PC, and press the **OK** button.
The computer selection screen will appear.

> 📖 **Note**
>
> * If save to is not displayed, press the **Menu** button to display it.

(4) Select the computer to save scanned data, and press the **OK** button.
Here we select Local (USB).

The Document type selection screen will appear.

> 📖 **Note**
>
> * For the network connection, select the computer name to save scanned data in the list.
> * For the connection via USB only, only Local (USB) appears on the LCD.

(5) Select the document type, and press the **OK** button.
Here we select Auto scan.

Document type
  *Auto scan   ►
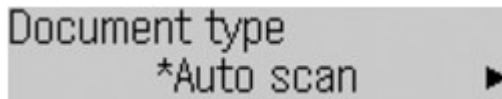
> 📖 **Note**
>
> * If the computer connected over a network is selected in (4), Auto scan does not appear on the LCD.
> * The document types other than Auto scan are Document and Photo. If you select other than Auto scan, you can save scanned data on the computer according to the settings you specified for Scan size, Data format, and Scan resolution available by pressing the **Settings** button.
>   For details, refer to the on-screen manual: Advanced Guide .

2. Load an original on the Platen Glass or in the ADF.
See Loading Originals.

For details on the types and sizes of the original which can be scanned, see Originals You Can Load .

> 📖 **Note**
>
> * Characters and lines written with a light colored pen or highlight pen may not be scanned properly.

3. Press the **Color** or **Black** button to start scanning.

MP Navigator EX will be started, and the scanned data will be saved on the computer according to the settings specified with MP Navigator EX.

Scanning.. will appear while scanning the original.

When scanning from the Platen Glass, each original is saved to a single file on the computer.

When scanning from the ADF with the saving format set to PDF, all documents loaded in the ADF are saved to a single PDF file on the computer.

Remove the original on the Platen Glass or the Document Output Slot after scanning is completed.

> 🚩 **Important**
>
> * Do not turn off the power while the machine is operating.
> * Do not plug in or unplug the USB cable while the machine is scanning originals with the computer.

● Do not open the Document Cover or move the loaded original until scanning is completed.

📖 Note

● The position or size of the original may not be scanned correctly depending on the type of original.
   If the scan is not performed correctly, try to scan again after selecting Document or Photo for Document type and changing the settings of Scan size, etc. to match the original.
   For details, refer to the on-screen manual: Advanced Guide .
When the program selection screen appears:
● The program selection screen may appear after performing step 3.
   If the program selection screen appears, select MP Navigator EX Ver3.1 and click OK.
   To start MP Navigator EX automatically without displaying the program selection screen, follow the procedure below.
   - For Windows 7 or Windows Vista users, refer to "For Windows Users" in " Troubleshooting"
     of the on-screen manual: *Advanced Guide* .
   - For Windows XP users, select MP Navigator EX Ver3.1 as the software application to be
     used in the program selection screen, select Always use this program for this action, then
     click OK.

![Basic Guide]

Contents > Scanning > Using Various Scan Functions

Using Various Scan Functions

You can save scanned data also on the USB flash drive inserted into the machine by selecting USB flash drive in Save to in the scan mode.
For details, refer to the on-screen manual: Advanced Guide.

PC　　　　　　　　　　　**USB flash drive**
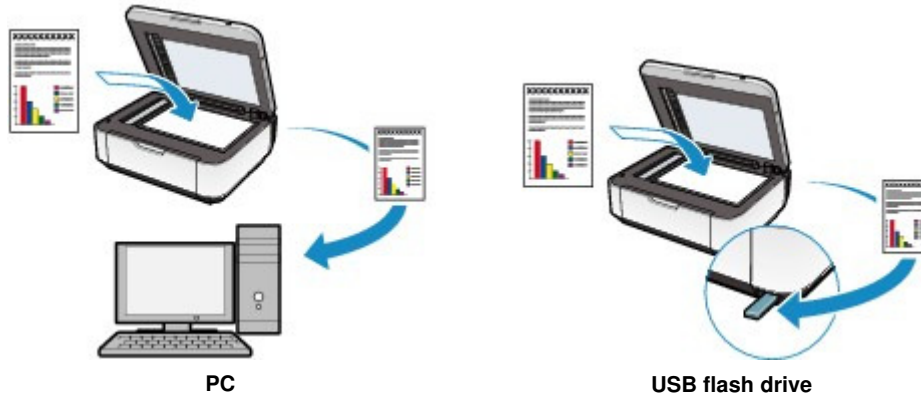
📖 Note

- If you select PC in Save to and specify other than Auto scan for Document type, you can save scanned data on the computer according to the settings you specified for Scan size, Data format (PDF/JPEG/TIFF/Compact PDF), and Scan resolution available by pressing the **Settings** button.

Basic Guide

Contents > Printing from Your Computer

Printing from Your Computer

This section describes the procedure to print documents or photos with a computer.
You can easily print photos taken with your digital camera by using Easy-PhotoPrint EX supplied with the machine.

Printing Photos (Easy-PhotoPrint EX)

Using Various Functions of Easy-PhotoPrint EX

Printing Documents

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Basic Guide

Contents > Printing from Your Computer > Printing Photos (Easy-PhotoPrint EX)

Printing Photos (Easy-PhotoPrint EX)

Print image data saved on your computer by using Easy-PhotoPrint EX supplied with the machine.
This section describes the procedure to print borderless photos on 4" x 6" / 10 x 15 cm photo paper.
For details on Easy-PhotoPrint EX, refer to the on-screen manual: Advanced Guide.

> **Note**
>
> ● Install Easy-PhotoPrint EX from the *Setup CD-ROM* when it has not been installed or has been uninstalled. To install Easy-PhotoPrint EX, select Easy-PhotoPrint EX in Custom Install.

1. Prepare for printing.

(1) Make sure that the machine is turned on.
See Operation Panel.

(2) Load paper.
See Loading Plain Paper / Photo Paper.

Here we load 4" x 6" / 10 x 15 cm photo paper in the Rear Tray.

(3) Open the Paper Output Tray gently.
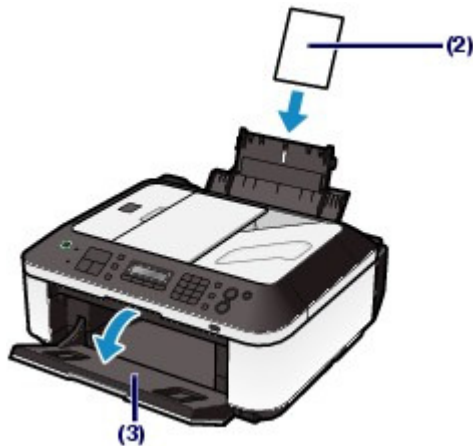
2. Start Easy-PhotoPrint EX, and select Photo Print.

(1) Start Easy-PhotoPrint EX.

Double-click (Easy-PhotoPrint EX) on the desktop.

Click Here: Easy-PhotoPrint EX

> **Note**
>
> ● To start Easy-PhotoPrint EX from Solution Menu, double-click (Solution Menu) on the desktop and click (Print photos or albums, etc.).
> See Solution Menu.
> ● To start Easy-PhotoPrint EX from the Start menu, select All Programs (or Programs), Canon Utilities, Easy-PhotoPrint EX, then Easy-PhotoPrint EX.

(2) Click Photo Print.

> **Note**
>
> ● You can select Album, Calendar, Stickers, etc., besides Photo Print.
> See Using Various Functions of Easy-PhotoPrint EX.
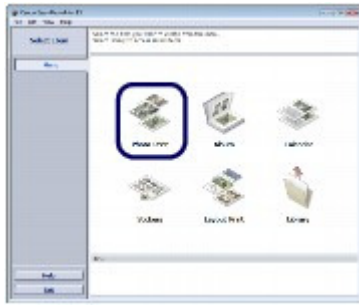
3. Select a photo to print.

(1) Select the folder in which images are saved.

(2) Click the image to print.
The number of copies appears as "1", and the image you selected appears in the selected image area (A).
You can select two or more images at the same time.

> **Note**
>
> ● To print two or more copies, click ▲ (Up arrow) to change the number of copies.
> ● To cancel the selection, click the image to cancel in the selected image area (A) and click ☒ (Delete Imported Image) (B). You can also use ▼ (Down arrow) to change the number of copies to zero.
> ● You can also correct or enhance the selected image.
> See Using Various Functions of Easy-PhotoPrint EX.

(3) Click Select Paper.

4. Select the loaded paper.

(1) Make sure that your machine's name is selected in Printer.

(2) Select the size and type of the loaded paper in Paper Size and Media Type.
Here we select 4"x6" 10x15cm in Paper Size and the type of the loaded photo paper in Media Type.

> **Note**
>
> ● If you select the wrong media type, the machine may not print with the proper print quality.

(3) Click Layout/Print.
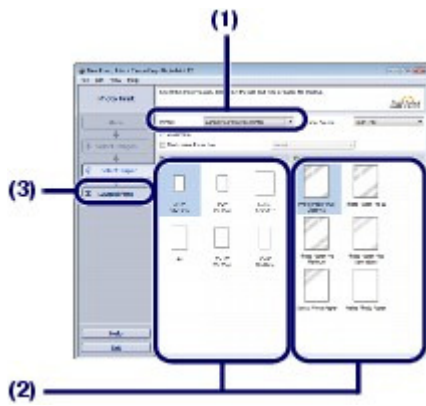
5. Select a layout and start printing.

(1) Select the layout of the photo.

Here we select Borderless (full).

The preview will appear in the selected layout for confirmation of the required print result.

> 📖 **Note**
>
> * You can change the direction of photo or crop photos to print.
>   For details on the operation, refer to the on-screen manual: Advanced Guide .

(2) Click Print.

> 📖 **Note**
>
> * To cancel a print job in progress, press the **Stop** button on the machine or click Cancel Printing
>   on the printer status monitor.
>   To display the printer status monitor, click Canon XXX Printer (where " **XXX**" is your machine's
>   name) on the taskbar. In Windows 7 operating system (hereafter referred to as "Windows 7"),
>   click the printer icon on the taskbar.

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Contents > Printing from Your Computer > Printing Photos (Easy-PhotoPrint EX) > Using Various Functions of Easy-PhotoPrint EX

Using Various Functions of Easy-PhotoPrint EX

This section introduces a few of the useful functions of Easy-PhotoPrint EX.
For details, refer to the on-screen manual: Advanced Guide.

Creating Your Own Prints

You can create an album or calendar using your photos.

Album

Calendar

Stickers

Layout Print

Correcting Images

You can use Red-Eye Correction, Face Sharpener, Digital Face Smoothing, Brightness, Contrast, etc. to adjust, correct, or enhance images automatically or manually.

Brightness

Basic Guide

Printing Documents

This section describes the procedure to print a document of A4 size on plain paper.
For details, refer to the on-screen manual: Advanced Guide.

📖 Note

- Operations may vary depending on your software application. For details on the operation, refer to the instruction manual of your application.
- The screens used in this section are for printing with Windows Vista operating system Ultimate (hereafter referred to as "Windows Vista").

1. Make sure that the machine is turned on.

> See Operation Panel.

2. Load paper.

> See Loading Plain Paper / Photo Paper.
>
> Here we make sure that A4 plain paper is loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Create (or open) a document to print using an appropriate software application.

5. Open the printer driver setup window.

(1) Select Print on the File menu or the command bar in your software application.

> The Print dialog box will appear.

(2) Make sure that your machine's name is selected.

📖 Note

- If another printer's name is selected, click and select your machine's name.

(3) Click Preferences (or Properties).
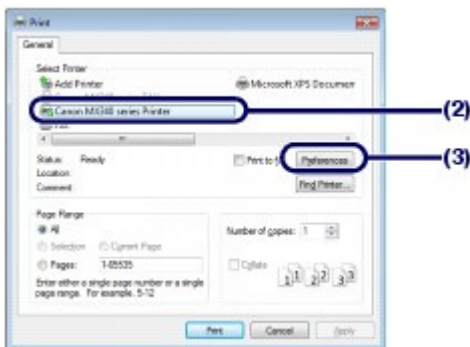
6. Specify the required print settings.

(1) Select Business Document in Commonly Used Settings.

📖 Note

- When the print object such as Business Document or Photo Printing is selected in Commonly Used Settings, the items in Additional Features will be selected automatically.

The settings suitable for the print object such as media type or print quality will also appear.
- When you specify two or more copies in Copies, the Collate check box will be selected.

(2) Make sure of the displayed settings.

Here we make sure that Plain Paper in Media Type, Standard in Print Quality, and A4 in Printer Paper Size are selected.

📖 Note

- The settings can be changed.
  However, after changing Printer Paper Size, confirm that the setting for Page Size on the Page Setup sheet matches the setting set in the software application.
  For details, refer to the on-screen manual: Advanced Guide .
- If you select the wrong media type, the machine may not print with the proper print quality.

(3) Click OK.
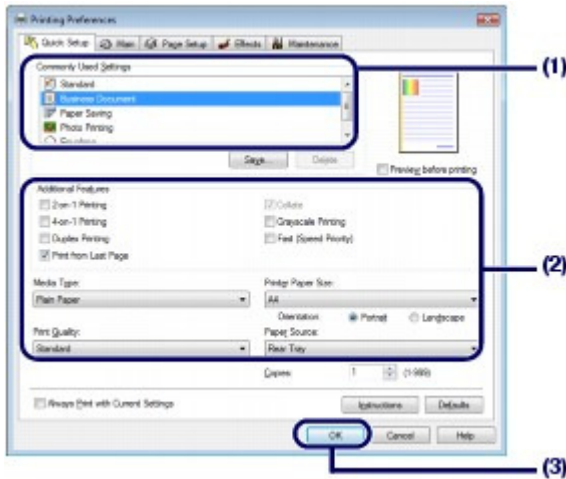
📖 Note

- For details on the printer driver functions, click Help or Instructions to view the online help or the on-screen manual: *Advanced Guide* . The Instructions button appears on the Quick Setup, Main and Maintenance sheets if the on-screen manual is installed on your computer.
- You can name the changed settings and add to Commonly Used Settings.
  For details, refer to the on-screen manual: Advanced Guide .
- If the Always Print with Current Settings check box is selected, the current settings will be applied from the next print job onward. Some software applications may not have this function.
- To display the preview to confirm the print result, select the Preview before printing check box. Some software applications may not have a preview function.
- You can specify the detailed print settings on the Main sheet or Page Setup sheet.
  For details, refer to the on-screen manual: Advanced Guide .

7. Start printing.

Click Print (or OK) to start printing.

Note

- The message on how to load envelopes will appear when printing on them. This message will not appear next time if you select the Do not show this message again. check box.
  For details on the settings to print envelopes, see Loading Envelopes.
- To cancel a print job in progress, press the **Stop** button on the machine or click Cancel Printing on the printer status monitor.
  To display the printer status monitor, click Canon XXX Printer (where " **XXX**" is your machine's name) on the taskbar. In Windows 7, click the printer icon on the taskbar.
- If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head position.
  See Aligning the Print Head .

Basic Guide

Contents > Other Usages

Other Usages

This section introduces the procedure to print the template forms such as notebook paper, etc., the setting items of the machine, and the function to print directly from a digital camera or mobile phone. This section also introduces useful software applications you can use with the machine.

Printing the Template Forms such as Notebook Paper

Printing the Various Template Forms

Printing Photos Directly from Your Digital Camera or Mobile Phone

Printing Photos from a PictBridge Compliant Device
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Machine Settings

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Basic Guide

Printing the Template Forms such as Notebook Paper

This section describes the procedure to select and print the template forms.
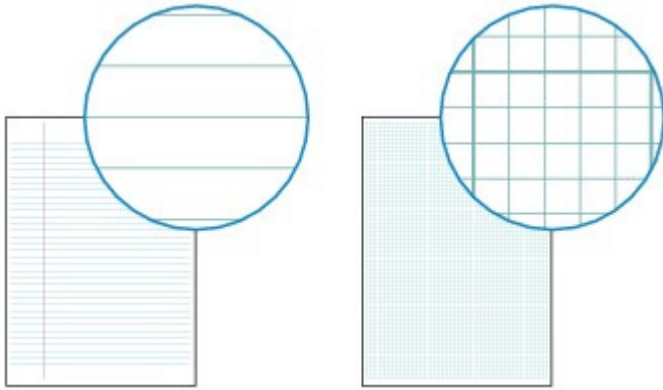
You need to prepare:

A4, B5, or Letter-sized plain paper. See Media Types You Can Use .
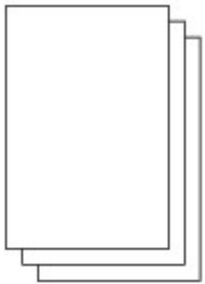
1. Prepare for printing.

(1) Make sure that the power is turned on.
See Operation Panel .

(2) Make sure that A4, B5, or Letter-sized plain paper is loaded in the Rear Tray.
See Loading Plain Paper / Photo Paper .

(3) Open the Paper Output Tray gently.

2. Select a template form.

(1) Press the **Menu** button repeatedly until Template print appears.

(2) Use the ◄ (-) or ► (+) button to select a template form to print, and press the
OK button.

```
Template print
   Notebook paper 1   ►
```
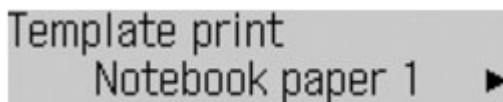
📖 **Note**

● For details on the available template forms, see Printing the Various Template Forms .

3. Start printing.

(1) Use the ◄ (-) or ► (+) button to specify Page size, and press the **OK** button.

📖 **Note**

- You can only select A4, B5, or 8.5"x11" (LTR). B5 may not be available depending on the selected template form.

(2) Confirm that Plain paper is selected in Media type, and press **OK** button.

📖 **Note**

- If a media type other than Plain paper is selected, select Plain paper.

(3) Use the ◄ (-) or ► (+) button or the Numeric buttons to specify the number of copies, and press the **OK** button.
The machine starts printing.

📖 **Note**

- The settings of the page size and media type are retained and shared among the copy mode, fax mode, and template print.

■ Printing the Various Template Forms

You can print the following template forms with Template print.
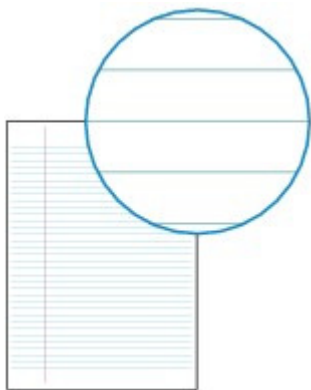
- Notebook paper 1
  8 mm spacing
- Notebook paper 2
  7 mm spacing
- Notebook paper 3
  6 mm spacing
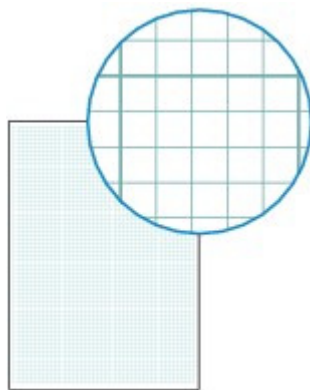
- Graph paper 1
  Graph 5 mm
- Graph paper 2
  Graph 3 mm
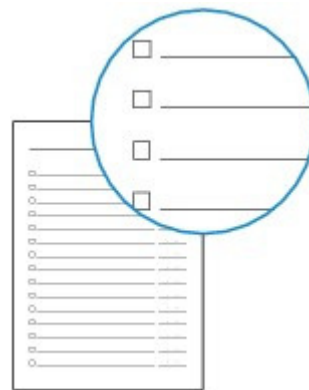
- Checklist
  List with checkboxes

- Staff paper 1
  Staff paper 10 staves
- Staff paper 2
  Staff paper 12 staves
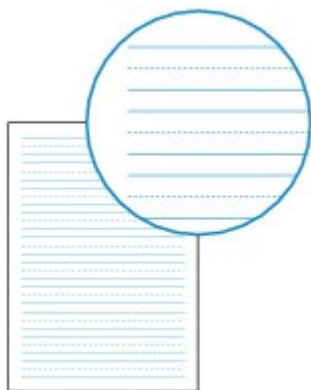
- Handwriting paper
  Rows of three lines
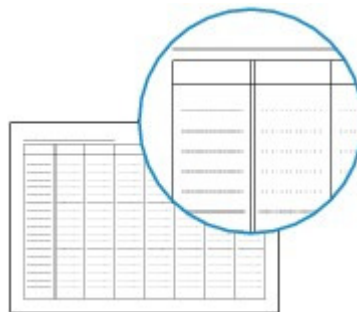
- Weekly schedule
  Vertical type
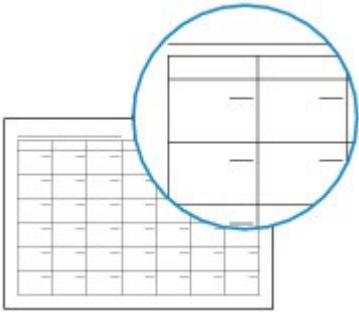
● Monthly schedule

Calendar type

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Printing Photos Directly from Your Digital Camera or Mobile Phone

■ Printing Photos from a PictBridge Compliant Device

You can connect the PictBridge compliant device to this machine with a USB cable that is recommended by the device's manufacturer, and print saved images directly.
For details on how to print saved images connecting the PictBridge compliant device, refer to the on-screen manual: Advanced Guide .
For details on the print settings on the PictBridge compliant device, refer to the instruction manual supplied with the device.

Connectable devices:

Any PictBridge compliant device can be connected to this machine regardless of the manufacturer or model as long as it is compliant with the PictBridge Standard.

> **▶ Important**
>
> ● Do not use the USB cable longer than around 10 feet / 3 meters to connect any PictBridge compliant device to the machine since it may affect the operation of other peripheral devices.

> **Note**
>
> ● PictBridge is the Standard to print your photos directly without using a computer, connecting a device such as a digital still camera, digital camcorder, or camera-equipped mobile phone.
>
>   (PictBridge) A device with this mark is PictBridge compliant.

Printable image data format:

This machine accepts images* taken with a camera compliant with the Design rule for Camera File system and PNG files.
* Exif 2.2/2.21 compliant

> **Note**
>
> ● When printing from the PictBridge compliant device, set the print quality with the Operation Panel on the machine. You cannot set the print quality on the PictBridge compliant device.

■ Printing Photos from a Wireless Communication Device

If the optional Bluetooth Unit BU-30 is connected to the machine, you can print image data with wireless communication from Bluetooth compatible mobile phones or computers.

For details on the operation, refer to the on-screen manual: Advanced Guide.

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Machine Settings

This section describes the items you can set or change in the Fax settings or Device settings menu available by pressing the **Menu** button.
For details on setting or changing, refer to the on-screen manual: Advanced Guide.

■ Fax settings

● Receive mode set.

Selects a receive mode for faxing.

● Memory reference

Allows you to print faxes in the memory, save them on the USB flash drive, and delete them from the memory.

● Print reports/lists

Prints the history of sent and received faxes and lists such as telephone number lists and user's data lists.

● TEL no. registration

Registers a fax/telephone number for a coded speed dial, group dial, and reject number.

● FAX user settings

Configures the basic settings for faxing, such as auto print, user information settings, volume control, RX ring level, telephone line type, etc.

● Transmission settings

Configures the basic settings for sending faxes, such as ECM transmission, pause time settings, auto redial, fax number re-entry, etc.

● Reception settings

Configures the basic settings for receiving faxes, such as ECM reception, fax priority mode, fax reception reject, etc.

■ Device settings

● Print settings

Prevent abrasion

Use this setting only if the print surface becomes smudged.

Extended copy amt.

Selects the amount of image that extends off the paper when selecting Borderless copy in Special copy.

AutoPhotoFix setting

Used when printing from a PictBridge compliant device, selects whether or not to prioritize the Exif information saved on a photo when Auto photo fix ON is selected.

LAN settings

WLAN active/inactive

Switches whether to enable or disable the wireless LAN.

Wireless LAN setup

Configures the wireless LAN connection according to the type of access point or the network environment. You can also easily setup a wireless LAN using the supplied wireless LAN setup cable when you install the drivers.
For details, refer to the printed manual: *Getting Started*.

Print LAN details

Prints the wireless LAN configuration information of the machine.

Other settings

Configures other network settings including the machine's network name, IPv4/IPv6 settings, WSD (Web Services on Devices) setting, etc.

Reset LAN settings

Sets the machine network settings back to the default.

Device user settings

Date/time setting

Sets the date and time which will be displayed on the fax standby screen.

Date display format

Selects the format of date that is displayed on the LCD.

Summer time setting

Selects whether to enable or disable the summer time setting. When ON is selected, you can specify the start and end date/time of the summer time.

Note

- This setting may not be available depending on the country or region of purchase.

Audible tones

Adjusts the beep volume when pressing the buttons on the Operation Panel, or the alarm volume.

Country select

Selects the country where you are using the machine.

Note

- This setting may not be available depending on the country or region of purchase.

Language selection

Changes the language for LCD messages and menus.

Quiet mode

Enables this function if you want to reduce the operating noise of the machine, such as when using the machine at night (when copying, printing from the PictBridge compliant device, printing with wireless communication, etc.).

Key repeat

Enables to increase or decrease numbers rapidly by pressing and holding down the button when inputting numbers. When this setting is disabled, holding down the button is the same as pressing it once.

Mobile phone settings

Specifies paper, layout, etc. when you print from the wireless communication device. This setting appears only when the optional Bluetooth Unit is connected to the machine.

Bluetooth settings

Changes the Bluetooth settings, such as the device name or passkey. This setting appears only when the optional Bluetooth Unit is connected to the machine.

PictBridge settings

Specifies paper, print quality, etc. when you print from the PictBridge compliant device.

Reset setting

Sets the machine settings back to the default by specifying either Telephone no. data, Setting data, or All data. (However, the settings configured in LAN settings, the values set for the print head alignment, and the language set in Language selection will not be reset.)

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■ Advanced Guide ■ Troubleshooting

Useful Software Applications

The machine can be used with useful software applications such as Solution Menu, My Printer, and Easy -WebPrint EX.

■ Solution Menu

With Solution Menu, you can start the software applications supplied with the machine or display the operating instructions.

Double-click ▒ (Solution Menu) on the desktop.

Click Here: Solution Menu

* The screens below are for Windows Vista.

Click the button of a function to use.
After starting Solution Menu, click the button on the title bar to reduce the window size.
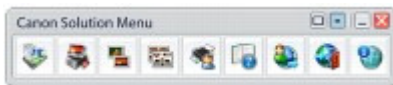
📖 Note

- Install Solution Menu from the *Setup CD-ROM* when it has not been installed or has been uninstalled. To install Solution Menu, select Solution Menu in Custom Install.
- The buttons displayed on the screen may vary depending on the country or region of purchase.
- To start Solution Menu from the Start menu, select All Programs (or Programs), Canon Utilities, Solution Menu, then Solution Menu.

■ My Printer

With My Printer, you can display the printer driver setup window. It also provides you with the information on how to take an action when you have trouble with the operation.

Double-click ▒ (My Printer) on the desktop.

Note

- You can also start My Printer from Solution Menu or the taskbar.
- Install My Printer from the *Setup CD-ROM* when it has not been installed or has been uninstalled. To install My Printer, select My Printer in Custom Install.
- To start My Printer from the Start menu, select All Programs (or Programs), Canon Utilities, My Printer, then My Printer.

■ Easy-WebPrint EX

Easy-WebPrint EX provides quick and easy printing of web pages for Internet Explorer.
You can print web pages automatically resized to fit the paper width without cutting off the sides of pages, or preview and select the desired web pages to print.
Easy-WebPrint EX requires Internet Explorer 7 or later.

Important

- It is unlawful to reproduce or edit the copyrighted work of another person without permission from the copyright holder, except for personal use, use within the home, or other use within the limited scope as defined by the copyright. Additionally, reproducing or editing photographs of people may infringe on portrait rights.

When Easy-WebPrint EX is installed, it adds a toolbar to your Internet Explorer screen. The toolbar is available whenever Internet Explorer is running.

The clip function, for example, allows you to clip desired parts of web pages and edit them to print.
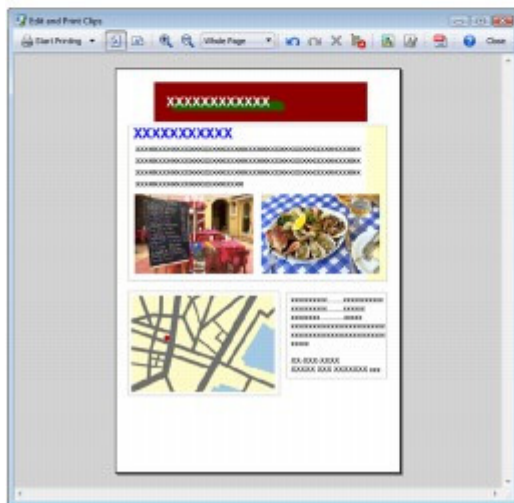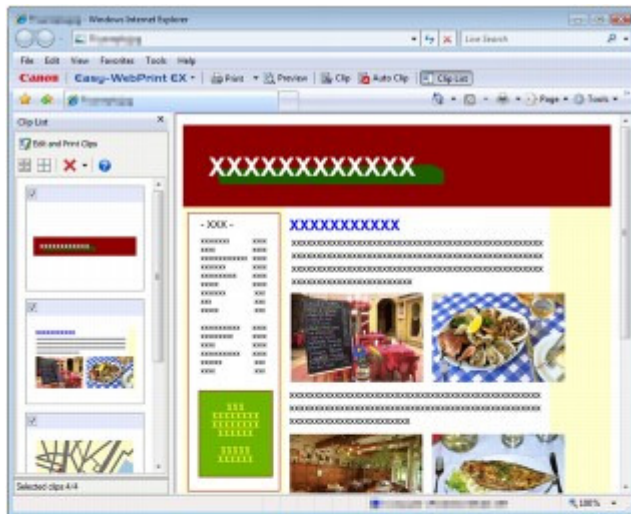
For details on printing web pages, click (Help) to view the online help.

📖 Note

Installing Easy-WebPrint EX
- If Easy-WebPrint EX is not installed, the guidance for installation of Easy-WebPrint EX may appear in the notification area of the taskbar.
  To install Easy-WebPrint EX, click the displayed guidance and follow the instructions on the screen.
- You can also install Easy-WebPrint EX from the *Setup CD-ROM*.
  To install Easy-WebPrint EX, select Easy-WebPrint EX in Custom Install.
- To install Easy-WebPrint EX on your computer, Internet Explorer 7 or later is required and the computer must be connected to the Internet.

Basic Guide

■Advanced Guide ■Troubleshooting

Contents > Loading Paper / Originals

Loading Paper / Originals

This section describes types of paper or originals you can load, how to load printing paper in the Rear Tray, and how to load originals to copy, fax, or scan.

Loading Paper

Loading Plain Paper / Photo Paper
Loading Envelopes
Media Types You Can Use
Media Types You Cannot Use

Loading Originals

Position to Load Originals
Loading Originals on the Platen Glass
How to Load Originals for Each Function
Loading Documents in the ADF
Originals You Can Load

Basic Guide

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Loading Paper

➡Loading Plain Paper / Photo Paper
➡Loading Envelopes
➡Media Types You Can Use
➡Media Types You Cannot Use

■ Loading Plain Paper / Photo Paper

▶ **Important**

> ● If you cut plain paper into small size such as 4" x 6" / 10 x 15 cm, 4" x 8" / 101.6 x 203.2 mm, 5" x 7" / 13 x 18 cm, or 2.16" x 3.58" / 55.0 x 91.0 mm (Card size) to perform trial print, it can cause paper jams.

Note

> ● We recommend Canon genuine photo paper for printing photos.
> For details on the Canon genuine paper, see Media Types You Can Use .
> ● You can use general copy paper.
> For the page size and paper weight you can use for this machine, see Media Types You Can Use .

1. Prepare paper.

Align the edges of paper. If paper is curled, flatten it.
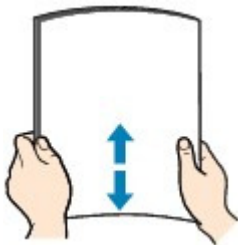
Note

> ● Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
> ● If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.
> For details on how to flatten curled paper, refer to " Troubleshooting " in the on-screen manual: *Advanced Guide* .

2. Load paper.

(1) Open the Paper Support, and open the support as an extension.

(2) Open the Paper Output Tray gently.
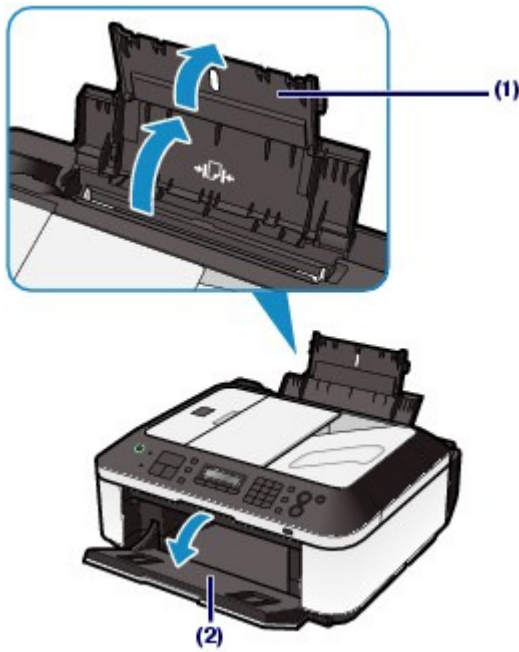
(3) Slide the Paper Guides (A) to open them, and load the paper in the center of the Rear Tray WITH THE PRINT SIDE FACING YOU.

(4) Slide the Paper Guides (A) to align them with both sides of the paper stack.

Do not slide the Paper Guides too hard. The paper may not be fed properly.
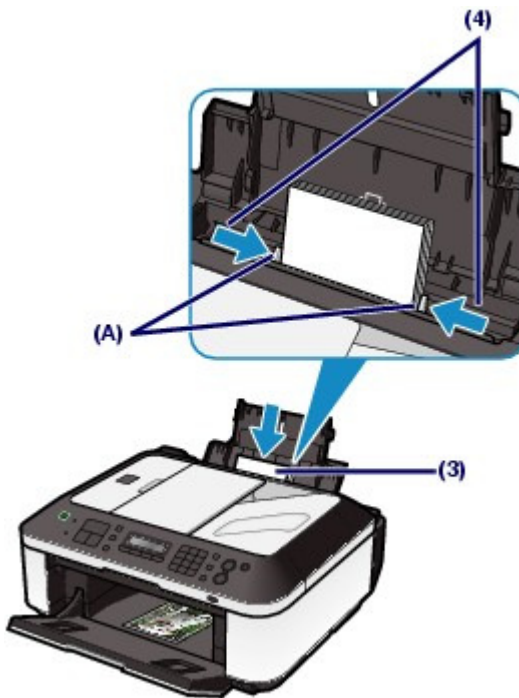
Important

- Always load paper in the portrait orientation (B). Loading paper in the landscape orientation (C) can cause paper jams.

(B)   (C)
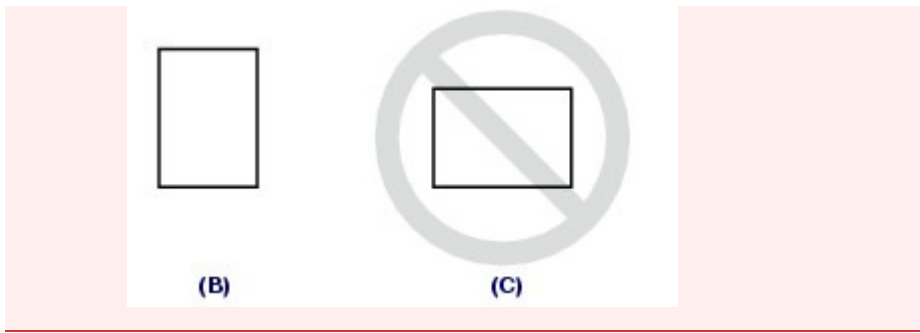
📖 **Note**

- Do not load sheets of paper higher than the Load Limit Mark (D).

(D)
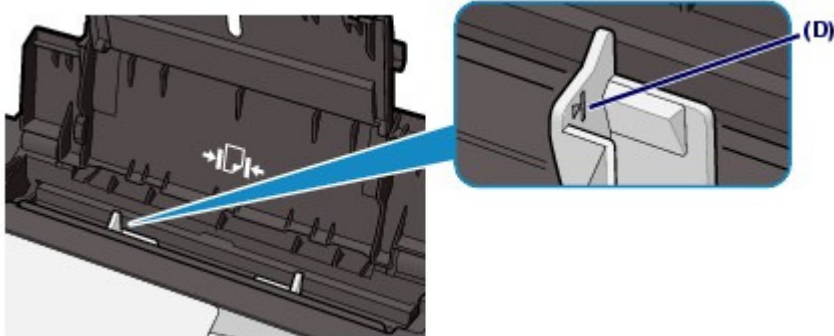
📖 **Note**

- The machine may make an operating noise when feeding paper.

After loading paper

- When using the machine to copy without a computer, select the size and type of the loaded paper for Page size and Media type of the setting options.
  See Changing the Settings in "Making Copies".
- When printing with a computer, select the size and type of the loaded paper in Printer Paper Size and Media Type in the printer driver.
  See Printing Documents .

■ Loading Envelopes

You can print on European DL and US #10 envelopes.
The address is automatically rotated and printed according to the envelope's direction by specifying with the printer driver properly.

► Important

- You can only print on envelopes with the computer.
- Do not use the following envelopes. They could jam in the machine or cause the machine to malfunction.
  - Envelopes with an embossed or treated surface
  - Envelopes with a double flap (or sticker flaps)
  - Envelopes whose gummed flaps are already moistened and adhesive

📖 Note

- The message on how to load envelopes will appear when printing on them. This message will not appear next time if you select the Do not show this message again. check box.

1. Prepare envelopes.

- Press down on all four corners and edges of the envelopes to flatten them.
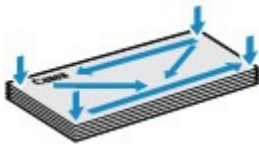
- If the envelopes are curled, hold the opposite corners and gently twist them in the opposite direction.

- If the corner of the envelope flap is folded, flatten it.
- Use a pen to press the leading edge in the inserting direction flat and sharpen the crease.
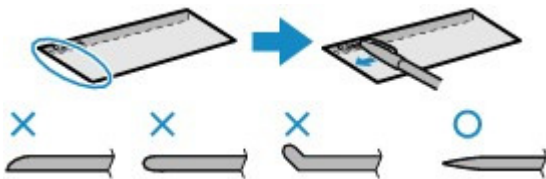
The figures above show a side view of the leading edge of the envelope.

► Important

- The envelopes may jam in the machine if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.1 inches / 3 mm.

2. Load envelopes.

(1) Open the Paper Support.

Do not open the support as an extension.
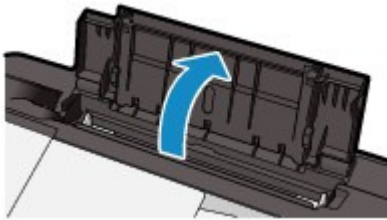
(2) Open the Paper Output Tray gently.

(3) Slide the Paper Guides (A) to open them, and load the envelopes in the center of the Rear Tray WITH THE ADDRESS SIDE FACING YOU.

The folded flap of the envelope will be faced down on the left side.

Up to 10 envelopes can be loaded at once.

(4) Slide the Paper Guides (A) to align them with both sides of the envelopes.

Do not slide the Paper Guides too hard. The envelopes may not be fed properly.
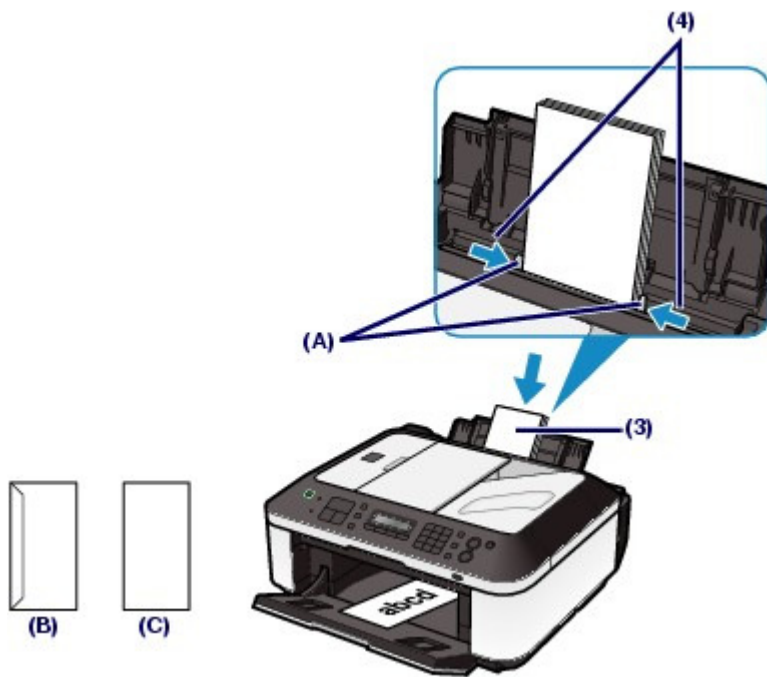
(B) Rear side

(C) Address side

📖 Note

● Do not load envelopes higher than the Load Limit Mark (D).
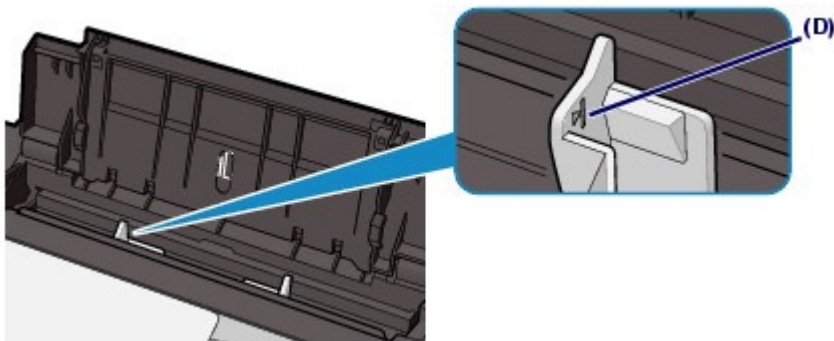
3. Specify the settings with the printer driver.

(1) Select Envelope in Commonly Used Settings on the Quick Setup sheet.

(2) Select DL Env. or Comm. Env. #10 in the Envelope Size Setting window.

(3) Select Landscape in Orientation.

Important

- If you do not specify the envelope size or orientation properly, the address will be printed upside down or will be turned to 90 degrees.

Note

- The machine may make an operating noise when feeding envelopes.
- If the print result is upside down, open the printer driver setup window, select Envelope in Commonly Used Settings, then select the Rotate 180 degrees check box in Additional Features.
- For details on the printer driver settings, see Printing Documents.

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■ Media Types You Can Use

Choose paper suitable for printing, for the best print results. Canon provides you various types of paper to enhance the fun of printing, such as stickers as well as papers for photo or document. We recommend the use of Canon genuine paper for printing your important photos.

● Media Types

Commercially available papers

● Plain Paper (including recycled paper)

- Media type settings -
Operation Panel: Plain paper
Printer driver: Plain Paper

- Paper load limit -
Rear Tray: Approx. 100 sheets

- Paper Output Tray load limit -
Approx. 50 sheets

Note

- Proper feeding of paper may not be possible at the maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature or humidity). In such cases, reduce the number of paper you load at a time to less than half (100% recycled paper can be used).

● Envelopes

- Media type settings -
Printer driver: Envelope

- Paper load limit -
Rear Tray: 10 envelopes

- Paper Output Tray load limit -
We recommend that you remove the previously printed envelope from the Paper Output Tray before continuously printing to avoid blurs and discoloration.

Note

- Available only when printing from your computer.

Canon genuine papers

Refer to the instruction manual supplied with the paper for detailed information on the printable side and notes on handling paper. For information on the page sizes available for each Canon genuine paper, visit our website.

Note

- The Model Number of Canon genuine paper is shown in brackets.
- You may not be able to purchase some Canon genuine papers depending on the country or region of purchase. Paper is not sold in the US by Model Number. Purchase paper by name.
- To specify the page size and media type when printing photos saved on a PictBridge compliant device or mobile phone, refer to the on-screen manual: Advanced Guide .

For printing photos:

● Photo Paper Pro Platinum <PT-101>

- Media type settings -
Operation Panel: Pro Platinum
Printer driver: Photo Paper Pro Platinum

Photo Paper Pro II <PR-201>

- Media type settings -
Operation Panel: Pro II
Printer driver: Photo Paper Pro II

Glossy Photo Paper "Everyday Use" <GP-501>

- Media type settings -
Operation Panel: Glossy
Printer driver: Glossy Photo Paper

Photo Paper Glossy <GP-502>

- Media type settings -
Operation Panel: Glossy
Printer driver: Glossy Photo Paper

Photo Paper Plus Glossy II <PP- 201>

- Media type settings -
Operation Panel: Plus Glossy II
Printer driver: Photo Paper Plus Glossy II

Photo Paper Plus Semi-gloss <SG-201>

- Media type settings -
Operation Panel: Plus Semi-gloss
Printer driver: Photo Paper Plus Semi-gloss

Matte Photo Paper <MP-101>

- Media type settings -
Operation Panel: Matte
Printer driver: Matte Photo Paper

- Paper load limit -
Rear Tray:
10 sheets for A4, Letter / 8.5" x 11", 5" x 7" / 13 x 18 cm, and 8" x 10" / 20 x 25 cm
20 sheets for 4" x 6" / 10 x 15 cm

- Paper Output Tray load limit -
We recommend that you remove the previously printed sheet from the Paper Output Tray before
continuously printing to avoid blurs and discoloration.

Note

- When loading paper in stacks, the print side may become marked as it is fed or paper may
  not feed properly. In this case, load one sheet at a time (except for Matte Photo Paper <MP
  -101>).

For printing business documents:

High Resolution Paper <HR-101N>

- Media type settings -
Printer driver: High Resolution Paper

- Paper load limit -
Rear Tray: 80 sheets

- Paper Output Tray load limit -
50 sheets

Note

- Available only when printing from your computer.

For creating your own prints:

T-Shirt Transfers <TR-301> *1

- Media type settings -
Printer driver: T-Shirt Transfers

Photo Stickers <PS-101> *2, *3

- Media type settings -
Operation Panel: Glossy
Printer driver: Glossy Photo Paper

- Paper load limit -
Rear Tray: 1 sheet

- Paper Output Tray load limit -
We recommend that you remove the previously printed sheet from the Paper Output Tray before continuously printing to avoid blurs and discoloration.

*1 Available only when printing from your computer.

*2 When copying onto sticker paper, be sure to select Sticker copy in the Special copy menu. If Sticker copy is selected, the type of paper cannot be selected.
See Using Various Copy Functions.
When printing photos saved on your mobile phone onto sticker paper, select Sticker for Page size in Mobile phone settings under Device settings.
Refer to the on-screen manual: Advanced Guide.

*3 You can easily specify print settings for sticker paper with Easy-PhotoPrint EX provided on the *Setup CD-ROM*. Install it on your computer.

Page Sizes

You can use the following page sizes.

Standard sizes:

- Letter (8.50 x 11.00 inches / 215.9 x 279.4 mm)
- Legal (8.50 x 14.00 inches / 215.9 x 355.6 mm)
- A5 (5.83 x 8.27 inches / 148.0 x 210.0 mm)
- A4 (8.27 x 11.69 inches / 210.0 x 297.0 mm)
- B5 (7.17 x 10.12 inches / 182.0 x 257.0 mm)
- 4" x 6" (4.00 x 6.00 inches / 10 x 15 cm)
- 4" x 8" (4.00 x 8.00 inches / 101.6 x 203.2 mm)
- 5" x 7" (5.00 x 7.00 inches / 13 x 18 cm)
- 8" x 10" (8.00 x 10.00 inches / 20 x 25 cm)
- L (3.50 x 5.00 inches / 89.0 x 127.0 mm)
- 2L (5.00 x 7.01 inches / 127.0 x 178.0 mm)
- Hagaki (3.94 x 5.83 inches / 100.0 x 148.0 mm)
- Hagaki 2 (7.87 x 5.83 inches / 200.0 x 148.0 mm)
- Comm. Env. #10 (4.12 x 9.50 inches / 104.6 x 241.3 mm)
- DL Env. (4.33 x 8.66 inches / 110.0 x 220.0 mm)
- Choukei 3 (4.72 x 9.25 inches / 120.0 x 235.0 mm)
- Choukei 4 (3.54 x 8.07 inches / 90.0 x 205.0 mm)
- Youkei 4 (4.13 x 9.25 inches / 105.0 x 235.0 mm)
- Youkei 6 (3.86 x 7.48 inches / 98.0 x 190.0 mm)
- Card (2.16 x 3.58 inches / 55.0 x 91.0 mm)
- Wide (4.00 x 7.10 inches / 101.6 x 180.6 mm)

Non-standard sizes:

You can also specify a custom size within the following range.

- Minimum size: 2.17 x 3.58 inches / 55.0 x 91.0 mm

- Maximum size: 8.50 x 26.61 inches / 215.9 x 676.0 mm

Paper Weight

17 to 28 lb / 64 to 105 g/m^2 (except for Canon genuine paper)
Do not use heavier or lighter paper (except for Canon genuine paper), as it could jam in the machine.

Notes on Storing Paper

- Take out only the necessary number of paper from the package, just before printing.
- To avoid curling, when you do not print, put unused paper back into the package and keep it on a level surface. And also, store it avoiding heat, humidity, and direct sunlight.

Notes on Paper for Full-page Borderless Printing

- You cannot use A5, B5, and Legal-sized paper, and envelopes for full-page borderless printing.
- You can use plain paper for full-page borderless printing only when printing from a computer.
  However, this may result in lower print quality. We recommend using plain paper for a trial print.

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■ Media Types You Cannot Use

Do not use the following types of paper. Using such paper will cause not only unsatisfactory results, but also the machine to jam or malfunction.

- Folded, curled, or wrinkled paper
- Damp paper
- Paper that is too thin (weighing less than 17 lb / 64 g/m ^{2})
- Paper that is too thick (weighing more than 28 lb / 105 g/m ^{2}, except for Canon genuine paper)
- Paper thinner than a postcard, including plain paper or notepad paper cut to a small size (when printing on paper smaller than A5)
- Picture postcards
- Postcards affixed with photos or stickers
- Envelopes with a double flap (or sticker flaps)
- Envelopes with an embossed or treated surface
- Envelopes whose gummed flaps are already moistened and adhesive
- Any type of paper with holes
- Paper that is not rectangular
- Paper bound with staples or glue
- Paper with adhesives
- Paper decorated with glitter, etc.

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Loading Originals

This section describes the procedure to load originals on the Platen Glass and in the ADF.

➡Position to Load Originals
➡Loading Originals on the Platen Glass
➡How to Load Originals for Each Function
➡Loading Documents in the ADF
➡Originals You Can Load

■ Position to Load Originals

The machine has two positions to load originals: Platen Glass and ADF.
Select the position to load the original according to the size, type or usage.
See Originals You Can Load .

● Loading Documents, Photos, or Book on the Platen Glass

● Loading Two or More Sheets of Document of the Same Size and Thickness in the ADF

You can also load a sheet of document in the ADF.

Note

- To scan the original at optimum quality, load it on the Platen Glass.

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■ Loading Originals on the Platen Glass

You can load originals to copy, fax, or scan on the Platen Glass.
You may have to load the original in a different position depending on the function you selected in the copy mode or scan mode. Load the original in the correct position according to the selected function. If you do not load the original correctly, it may not be scanned properly.

▶ Important

- After loading the original on the Platen Glass, be sure to close the Document Cover before starting to copy, fax, or scan.

1. Load an original on the Platen Glass.

(1) Open the Document Cover.

▶ Important

- Do not place any object on the Document Cover. It will fall into the Rear Tray when the Document Cover is opened and cause the machine to malfunction.
- When opening or closing the Document Cover, do not touch the buttons and LCD on the Operation Panel. Doing so may result in an unexpected operation.

(2) Load the original WITH THE SIDE TO SCAN FACING DOWN on the Platen Glass.
Make sure of the proper position to load the original for each function.

See How to Load Originals for Each Function .

▶ Important

- Be sure to observe the following when loading the original on the Platen Glass.
  - Do not place any objects weighing 4.4 lb / 2.0 kg or more on the Platen Glass.
  - Do not put any pressure of 4.4 lb / 2.0 kg or more on the Platen Glass, such as pressing down the original.
  Failure to observe the above may cause the scanner to malfunction or the Platen Glass to break.

2. Close the Document Cover gently.

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■ How to Load Originals for Each Function

● Loading the Original to Be Aligned with the Alignment Mark 🔁

- **Load originals to copy or fax**

- **In the scan mode,**

  - **select** USB flash drive **to scan originals**
  - **select** PC**, and select** Auto scan **for** Document type **to scan text documents, magazines, or newspapers**
  - **select** PC**, and select** Document **or** Photo **for** Document type **and specify a standard size (A4, Letter, etc.) for** Scan size **to scan originals**

- **Scan text documents, magazines, or newspapers with a software application on a computer**

Load the original WITH THE SIDE TO SCAN FACING DOWN and align it with the alignment mark 🔁 .

▶ Important

- The machine cannot scan the shaded area (A) (0.04 inches / 1 mm from the edges of the Platen Glass).
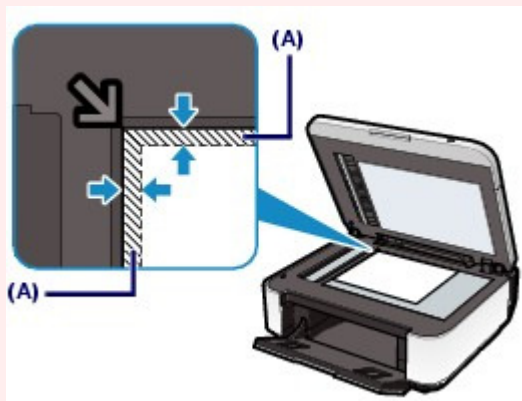
- To ensure the best print quality, the machine allows a margin along each edge of medial. The actual printable area will be the area inside these margins.

(B) 0.12 inches / 3.0 mm
(C) 0.20 inches / 5.0 mm
(D) 0.13 inches / 3.4 mm (0.25 inches / 6.4 mm for Letter and Legal-sized paper)
(E) 0.13 inches / 3.4 mm (0.25 inches / 6.3 mm for Letter and Legal-sized paper)
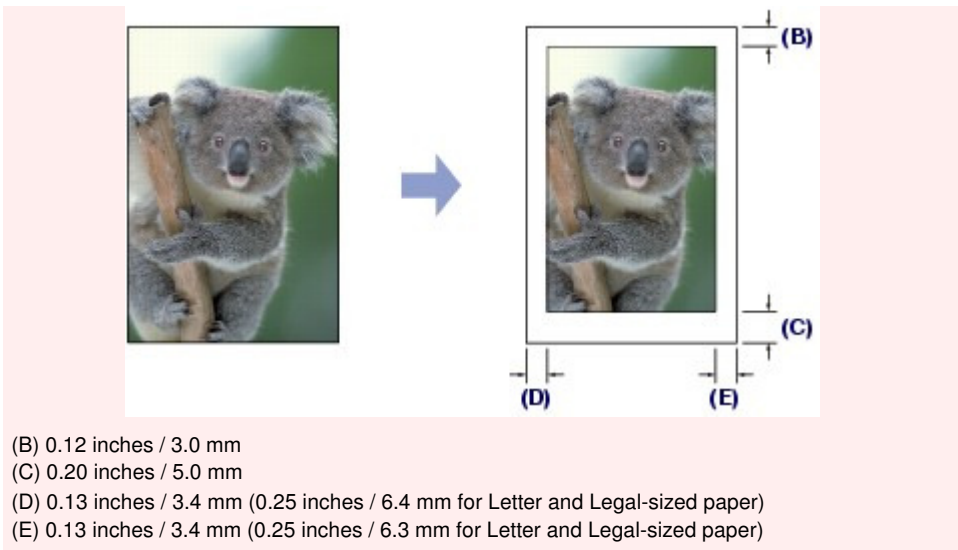
Loading Only One Original in the Center of the Platen Glass

- **In the scan mode,**

  - **select** Auto scan **for** Document type **to scan one printed photo, postcard, business card, or DVD/CD**
  - **select** Document **or** Photo **for** Document type **and specify** Auto **(Auto crop) for** Scan size **to scan one original**

- **Scan one printed photo, postcard, business card, or DVD/CD with a software application on a computer**

Load the original WITH THE SIDE TO SCAN FACING DOWN and place it at least 0.4 inches / 10 mm away from the edges of the Platen Glass.
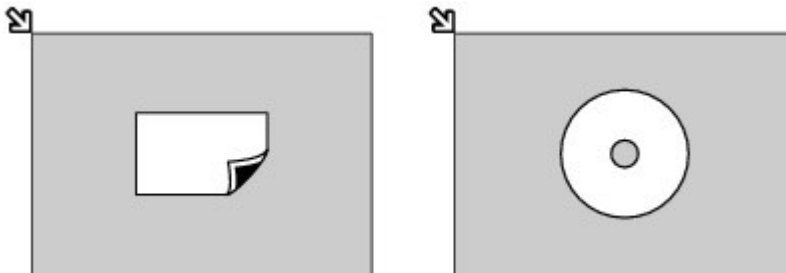
Loading Two or More Originals on the Platen Glass

- **In the scan mode,**

  - **select** Auto scan **for** Document type **to scan two or more printed photos, postcards, or business cards**
  - **select** Photo **for** Document type **and specify** Multi **(Multi crop) for** Scan size **to scan two or more originals**

- **Scan two or more printed photos, postcards, or business cards with a software application on a computer**

Load two or more originals WITH THE SIDE TO SCAN FACING DOWN and place them at least 0.4 inches / 10 mm away from the edges of the Platen Glass and at least 0.4 inches / 10 mm apart from each other.
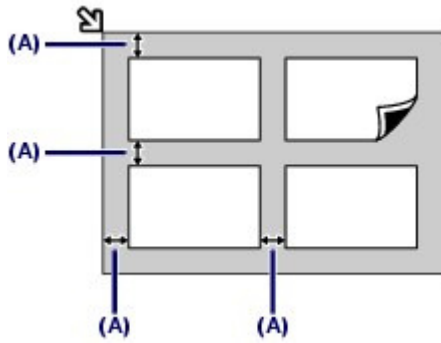
(A) 0.4 inches / 10 mm

📖 Note

- The Skew Correction function automatically compensates for the originals placed at an angle of up to approximately 10 degrees. Slanted photos with a long edge of 7.1 inches / 180 mm or more cannot be corrected.
- Non-rectangular or irregular shaped photos (such as cut out photos) may not be scanned properly.

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■ Loading Documents in the ADF

You can load documents to copy, fax, or scan in the ADF.

📖 Note

- To scan a document at optimum quality, load it on the Platen Glass.

1. Make sure that any original has been removed from the Platen Glass.

2. Load a document in the ADF.

(1) Open the Document Tray.

(2) Insert the document in the Document Tray until you hear a beep sound.
Load the document WITH THE SIDE TO SCAN FACING UP in the Document Tray.

📖 Note

- When you set the alarm to be silent in Device user settings of Device settings, the alarm will not beep even if the document is inserted in the Document Tray.

(3) Adjust the Document Guides to match the width of the document.
Do not slide the Document Guides too hard. The document may not be fed properly.

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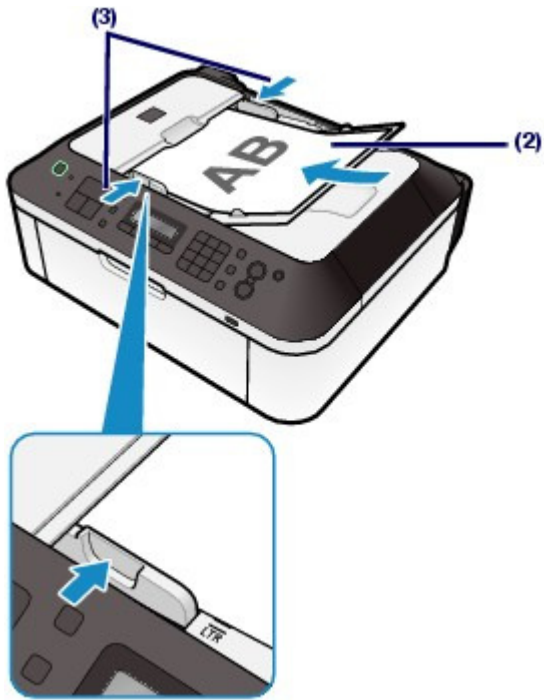
■ Originals You Can Load

The originals you can load on the Platen Glass or in the ADF for copying, scanning, or faxing are as follows:

	Platen Glass	ADF
Types of originals	● Text document, magazine, or newspaper ● Printed photo, postcard, business card, or DVD/CD ● Documents that are not suitable for the ADF	Multipage plain-paper documents of the same size, thickness, and weight
Size (W x L)	Max.8.5 x 11.7 inches / 216 x 297 mm	● Max.8.5 x 14.0 inches / 216 x 356 mm ● Min.5.8 x 5.8 inches / 148 x 148 mm Only A4 or Letter-sized documents for 2-on-1 copy and 4-on-1 copy
Quantity	1 sheet or multiple sheets *	● A4 or Letter size: Max.30 sheets (20 lb / 75 g/m^2 paper), up to 0.16 inches / 4 mm in height ● Legal size: Max.5 sheets (20 lb / 75 g/m^2 paper), up to 0.04 inches / 1 mm in height ● Other sizes: 1 sheet
Thickness	Max.0.39 inches / 10 mm	0.002 to 0.005 inches / 0.06 to 0.13 mm
Weight	-	13 to 24 lb / 50 to 90 g/m^2

* Two or more originals can be loaded on the Platen Glass depending on the selected function. See How to Load Originals for Each Function .

📖 Note

● Make sure any glue, ink, correction fluid, or the like on the document is completely dry before loading it on the Platen Glass or in the ADF.
However, do not load glued documents in the ADF even if the glue is dry, as this may cause paper jams.
● Remove all staples, paper clips, and the like before feeding the document.
● Load Legal-sized documents in the ADF.
● Do not load the following types of documents in the ADF. They will jam.
  - Wrinkled or creased paper
  - Curled paper
  - Torn paper
  - Paper with holes
  - Glued paper
  - Paper with sticky notes
  - Carbon paper or carbon-backed paper
  - Surface treated paper
  - Onion skin or thin paper
  - Photo or thick paper

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Routine Maintenance

This section describes the procedure to clean the machine when the print result is faint, to replace FINE Cartridges when they run out of ink, or to take an action when paper does not feed properly.

When Printing Becomes Faint or Colors Are Incorrect

Printing the Nozzle Check Pattern
Examining the Nozzle Check Pattern
Cleaning the Print Head
Cleaning the Print Head Deeply
Aligning the Print Head

Replacing a FINE Cartridge

Replacing Procedure
Checking the Ink Status

Cleaning the Paper Feed Roller

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When Printing Becomes Faint or Colors Are Incorrect

If print results are blurred or colors are not printed correctly, the print head nozzles (FINE Cartridges) are probably clogged. Follow the procedure below to print the nozzle check pattern, check the print head nozzle condition, then clean the Print Head.
If printed ruled lines are misaligned or print results are otherwise unsatisfactory, aligning the Print Head may improve print quality.
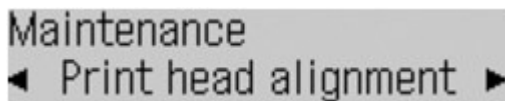
▶ **Important**

- Do not rinse or wipe the FINE Cartridges. This can cause trouble with the FINE Cartridges.

📖 **Note**

Before performing maintenance
- Check if ink remains in the FINE Cartridge.
  See Checking the Ink Status.
- Check if the FINE Cartridges are installed correctly.
  See Replacing Procedure.
- Check if the orange protective tape on the bottom of the FINE Cartridge is removed.
  See Replacing Procedure.
- When an error message appears on the LCD, refer to " Troubleshooting" in the on-screen manual: *Advanced Guide*.
- Increasing the print quality in the printer driver settings may improve the print result.
  For details, refer to the on-screen manual: Advanced Guide.

● When the Print Results Are Blurred or Uneven:

Step 1
See Printing the Nozzle Check Pattern.
See Examining the Nozzle Check Pattern.

If there are missing lines or horizontal white streaks in the pattern:

After cleaning the Print Head, print and examine the nozzle check pattern.

Step 2
See Cleaning the Print Head.

If the problem is not resolved after cleaning the Print Head twice:

Step 3
See Cleaning the Print Head Deeply.

If the problem is not resolved, turn off the power and clean the Print Head deeply again after 24 hours. Do not disconnect the power plug when turning off the power.

If the problem is still not resolved:

Step 4
See Replacing a FINE Cartridge.

Note

- If the problem is still not resolved after replacing the FINE Cartridge, contact the service center.

When the Print Results Are Not Even such as the Ruled Lines Are Misaligned:

See Aligning the Print Head .

Note

- You can also perform the maintenance operations from your computer.
  For details, refer to the on-screen manual: Advanced Guide .

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■ Printing the Nozzle Check Pattern

Print the nozzle check pattern to determine whether the ink ejects properly from the print head nozzles.

📖 Note

● If the remaining ink level is low, the nozzle check pattern will not be printed correctly. Replace the FINE Cartridge whose ink is low.
See Replacing a FINE Cartridge.

You need to prepare: a sheet of A4 or Letter-sized plain paper

1. Make sure that the power is turned on.

2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Print the nozzle check pattern.

(1) Press the **Menu** button repeatedly until Maintenance appears.

(2) Use the ◀ (-) or ▶ (+) button to select Nozzle check, and press the **OK** button.

Maintenance
　　　Nozzle check　　▶
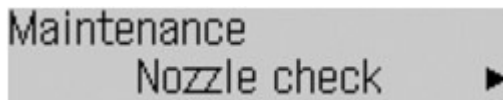
The nozzle check pattern will be printed.

5. Examine the nozzle check pattern.
See Examining the Nozzle Check Pattern.

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■ Examining the Nozzle Check Pattern

Examine the nozzle check pattern, and clean the Print Head if necessary.

1. Check if there are missing lines in the pattern (1) or horizontal white streaks in the pattern (2).
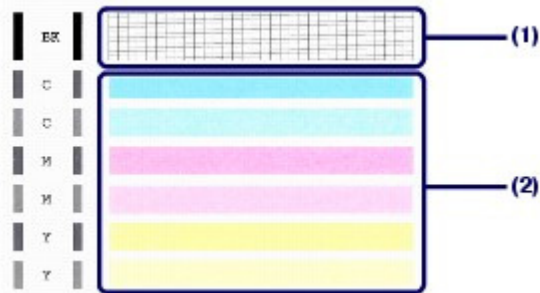
(1) Check if lines are missing in this pattern.

If yes, the cleaning is required.

See Cleaning the Print Head.
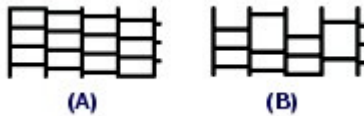
(A) Good

(B) Bad (lines are missing)

(2) Check if horizontal white streaks are present in this pattern.

If yes, the cleaning is required.

See Cleaning the Print Head.

(A) Good

(B) Bad (horizontal white streaks are present)

◀ ▶

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■ Cleaning the Print Head

Clean the Print Head if lines are missing or if horizontal white streaks are present in the printed nozzle check pattern. Cleaning unclogs the nozzles and restores the print head condition. Cleaning the Print Head consumes ink, so clean the Print Head only when necessary.

1. Make sure that the power is turned on.

2. Clean the Print Head.

　　(1) Press the **Menu** button repeatedly until Maintenance appears.

　　(2) Use the ◄ (-) or ► (+) button to select Cleaning, and press the **OK** button.
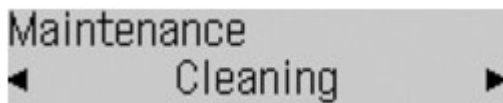
　　The machine starts cleaning the Print Head.

　　Do not perform any other operations until the machine completes the cleaning of the Print Head. This takes about 1 to 2 minutes.

3. Check the print head condition.

　　To check the print head condition, print the nozzle check pattern.
　　See Printing the Nozzle Check Pattern.

📖 Note

　● If the problem is not resolved after cleaning the Print Head twice, clean the Print Head deeply.
　　See Cleaning the Print Head Deeply .

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Contents > Routine Maintenance > When Printing Becomes Faint or Colors Are Incorrect > Cleaning the Print Head Deeply

■ Cleaning the Print Head Deeply

If print quality does not improve by the standard cleaning of the Print Head, clean the Print Head deeply. Cleaning the Print Head deeply consumes more ink than the standard cleaning of the Print Head, so clean the Print Head deeply only when necessary.

1. Make sure that the power is turned on.

2. Clean the Print Head deeply.

(1) Press the **Menu** button repeatedly until Maintenance appears.

(2) Use the ◄ (-) or ► (+) button to select Deep cleaning, and press the **OK** button.

```
Maintenance
◄    Deep cleaning    ►
```
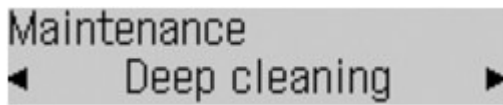
The machine starts cleaning the Print Head deeply.

Do not perform any other operations until the machine completes the deep cleaning of the Print Head. This takes about 2 minutes.

3. Check the print head condition.

To check the print head condition, print the nozzle check pattern.
See Printing the Nozzle Check Pattern.

If the problem is not resolved, turn off the power and clean the Print Head deeply again after 24 hours. Do not disconnect the power plug when turning off the power.

If the problem is still not resolved, replace the FINE Cartridge with a new one.
See Replacing a FINE Cartridge.

If the problem is still not resolved after replacing the FINE Cartridge, contact the service center.

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■ Aligning the Print Head

If printed ruled lines are misaligned or print results are otherwise unsatisfactory, adjust the print head position.

📖 Note

- If the remaining ink level is low, the print head alignment sheet will not be printed correctly. Replace the FINE Cartridge whose ink is low.
  See Replacing a FINE Cartridge.

You need to prepare: a sheet of A4 or Letter-sized plain paper (including recycled paper)*

* Be sure to use paper that is white and clean on both sides.

1. Make sure that the power is turned on.

2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Print the print head alignment sheet.

   (1) Press the **Menu** button repeatedly until Maintenance appears.

   (2) Use the ◄ (-) or ► (+) button to select Print head alignment, and press the **OK** button.
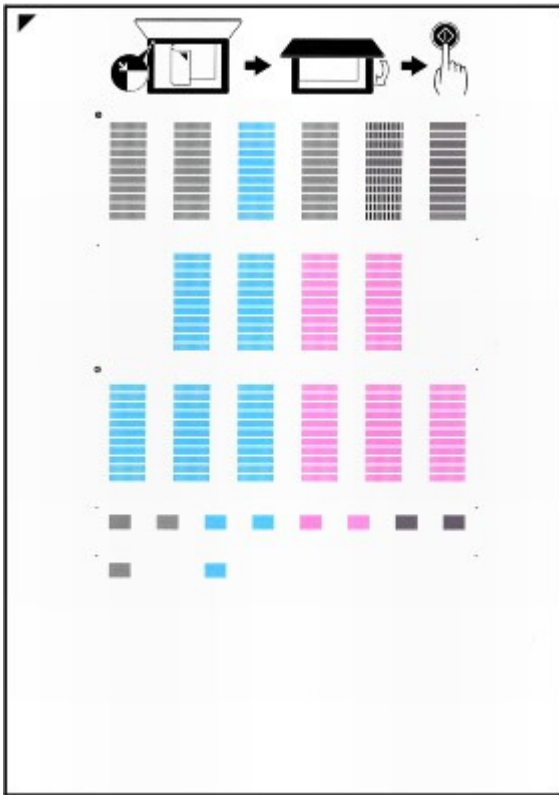
   The print head alignment sheet will be printed.

⚑ **Important**

- Do not touch any printed part on the print head alignment sheet.
- Be careful not to get the print head alignment sheet dirty. If the sheet is stained or wrinkled, it may not be scanned properly.

5. Scan the print head alignment sheet to adjust the print head position.

(1) Load the print head alignment sheet on the Platen Glass.

Load the print head alignment sheet WITH THE PRINTED SIDE FACING DOWN and align the mark ◤ on the upper left corner of the sheet with the alignment mark ⬃.

📖 **Note**

- The print head alignment sheet cannot be scanned if it is loaded in the ADF.

(2) Close the Document Cover gently, and press the **Color** or **Black** button.

The machine starts scanning the print head alignment sheet, and the print head position will be adjusted automatically.

When adjusting the print head position is completed, remove the print head alignment sheet on the Platen Glass.

Important

- Do not open the Document Cover or remove the print head alignment sheet on the Platen Glass until adjusting the print head position is completed.
- If the message "Failed to scan the head alignment sheet" appears, press the **OK** button. Refer to "Troubleshooting" in the on-screen manual: *Advanced Guide*.

Note

- If the print results are still not satisfactory after adjusting the print head position as described above, adjust the print head position manually from a computer. For details, refer to the on-screen manual: Advanced Guide.
- To print and check the current head position adjustment values, select Print head align value in the Maintenance menu.

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Replacing a FINE Cartridge

When remaining ink cautions or errors occur, the message will appear to inform you of the error.
Refer to "An Error Message is Displayed on the LCD" in " Troubleshooting " of the on-screen manual:
Advanced Guide , and take an appropriate action.

```
Check ink
U163            Blk
```

Note

- For information on the compatible FINE Cartridges, refer to the printed manual: *Getting Started*.

■ Replacing Procedure

When you need to replace FINE Cartridges, follow the procedure below.

Important

Handling FINE Cartridges
- Do not touch the electrical contacts (A) or print head nozzles (B) on the FINE Cartridge. The machine may not print properly if you touch it.
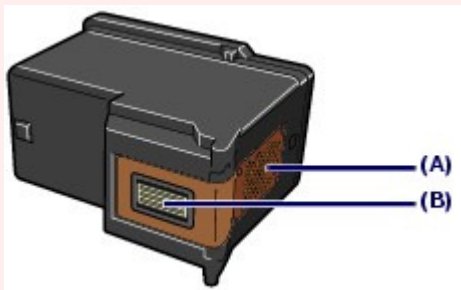
- If you remove a FINE Cartridge, replace it immediately. Do not leave the machine with FINE Cartridges removed.
- Use new FINE Cartridges for replacement. Installing used FINE Cartridges may cause the nozzles to clog.
  Furthermore, with such cartridges, the machine will not be able to inform you when to replace the cartridges properly.
- Once a FINE Cartridge has been installed, do not remove it from the machine and leave it out in the open. This will cause the FINE Cartridge to dry out, and the machine may not operate properly when it is reinstalled. To maintain optimal printing quality, use a FINE Cartridge within six months of first use.

Note

- If a FINE Cartridge runs out of ink, you can print with either Color or Black FINE Cartridge, in whichever ink remains, only for a while. However the print quality may be reduced compared to when printing with both cartridges. We recommend to use new FINE Cartridges in order to obtain optimum qualities.
  Even when printing with one ink only, print with leaving the empty FINE Cartridge installed. If either of the Color FINE Cartridge or Black FINE Cartridge is not installed, an error occurs and the machine cannot print.
  For information on how to configure this setting, refer to the on-screen manual: Advanced Guide .
- Color ink may be consumed even when printing a black-and-white document or when black-and-white printing is specified.
  Both color ink and black ink are also consumed in the standard cleaning and deep cleaning of the Print Head, which may be necessary to maintain the machine's performance. When ink runs out, replace the FINE Cartridge immediately with a new one.

1. Make sure that the power is turned on, and open the Paper Output Tray gently.

2. Lift the Scanning Unit (Cover), then hold it open with the Scanning Unit Support (C).

The FINE Cartridge Holder moves to the replacement position.
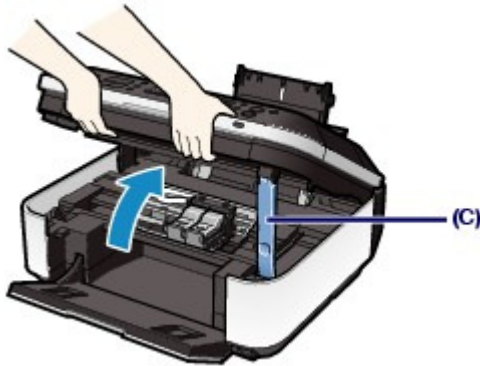
⚠ **Caution**

- Do not hold the FINE Cartridge Holder to stop or move it forcibly. Do not touch the FINE Cartridge Holder until it stops completely.

▶ **Important**

- The inside of the machine may be stained with ink. Be careful not to stain your hands or clothing when replacing FINE Cartridges. You can easily wipe off the ink from the inside of the machine with tissue paper or the like.
  For details on the cleaning, refer to the printed manual: *Getting Started*.
- Do not place any object on the Document Cover. It will fall into the Rear Tray when the Document Cover is opened and cause the machine to malfunction.
- If the Document Cover is open, you cannot open the Scanning Unit (Cover). Be sure to lift the Scanning Unit (Cover) with the Document Cover closed.
- When opening or closing the Scanning Unit (Cover), do not touch the buttons and LCD on the Operation Panel. Doing so may result in an unexpected operation.
- Do not touch the metallic parts or other parts inside the machine.
- If the Scanning Unit (Cover) is left open for more than 10 minutes, the FINE Cartridge Holder moves to the right. In this case, close and reopen the Scanning Unit (Cover).

3. Remove the empty FINE Cartridge.

(1) Pinch the tabs and open the Ink Cartridge Locking Cover.

(2) Remove the FINE Cartridge.
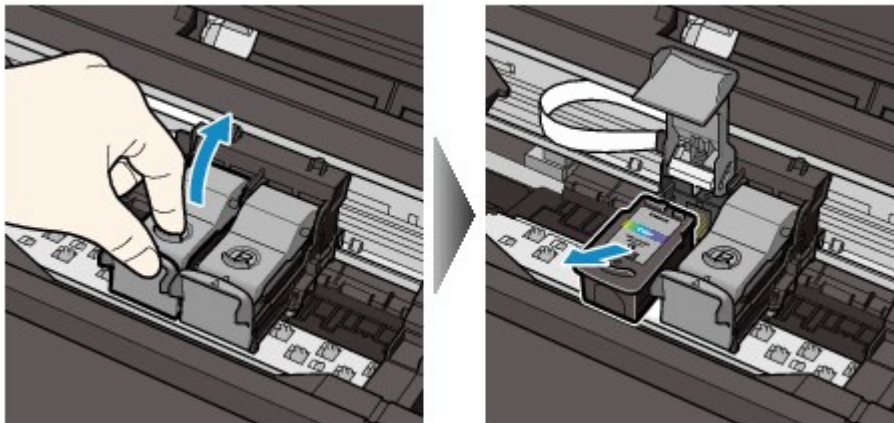
▶ **Important**

- Handle FINE Cartridges carefully to avoid staining of clothing or the surrounding area.
- Discard empty FINE Cartridges according to the local laws and regulations regarding disposal of consumables.

4. Prepare the new FINE Cartridge.

(1) Take a new FINE Cartridge out of its package and remove the orange protective tape (D) gently.
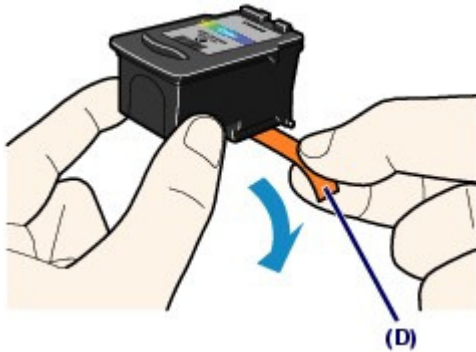
▶ **Important**

- If you shake a FINE Cartridge, ink may spill out and stain your hands and the surrounding area. Handle a FINE Cartridge carefully.
- Be careful not to stain your hands and the surrounding area with ink on the removed protective tape.
- Do not reattach the protective tape once you have removed it. Discard it according to the local laws and regulations regarding disposal of consumables.
- Do not touch the electrical contacts or print head nozzles on a FINE Cartridge. The machine may not print properly if you touch it.

5. Install the FINE Cartridge.

(1) Put a new FINE Cartridge in the FINE Cartridge Holder.
The Color FINE Cartridge should be installed into the left slot and the Black FINE Cartridge should be installed into the right slot.

(2) Close the Ink Cartridge Locking Cover to lock the FINE Cartridge into place.
Push down the Ink Cartridge Locking Cover until it clicks.
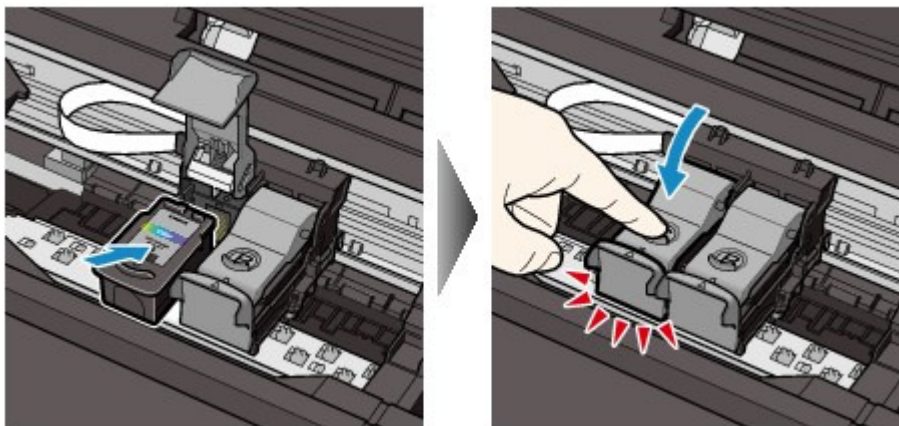
(3) Confirm that the Ink Cartridge Locking Cover is closed correctly.

📖 **Note**

- If the Ink Cartridge Locking Cover is not closed correctly, push down the Ink Cartridge Locking Cover until it clicks.
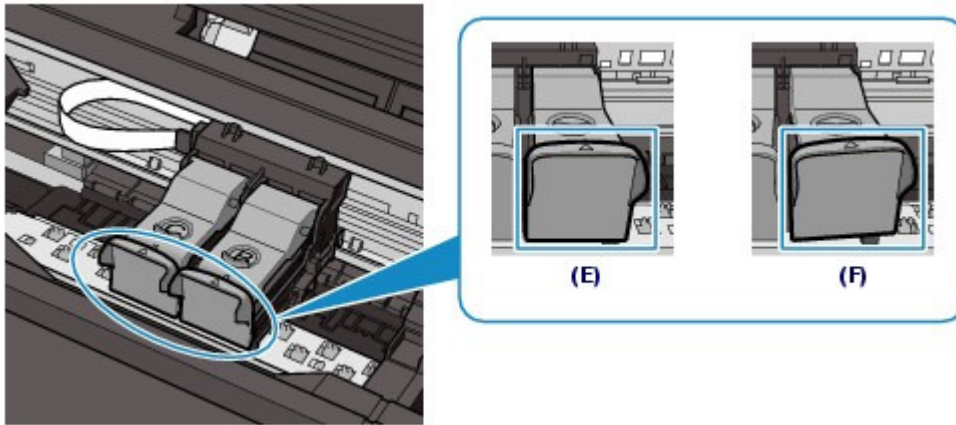
(E) Closed correctly

(F) Not closed correctly (the cover is tilted)

> ⚑ **Important**
>
> * The machine cannot print unless both the Color and Black FINE Cartridges are installed. Be sure to install both the FINE Cartridges.

6. Lift the Scanning Unit (Cover) slightly to set the Scanning Unit Support back to its original position, and gently close the Scanning Unit (Cover).

> ⚠ **Caution**
>
> * When setting the Scanning Unit Support back to its original position, be sure to hold the Scanning Unit (Cover) firmly, and be careful not to get your fingers caught.

> ⚑ **Important**
>
> * When opening or closing the Scanning Unit (Cover), do not touch the buttons and LCD on the Operation Panel. Doing so may result in an unexpected operation.

> 📖 **Note**
>
> * If the error message appears after the Scanning Unit (Cover) is closed, refer to " Troubleshooting" in the on-screen manual: *Advanced Guide* .
> * When you start printing after replacing the FINE Cartridge, the machine starts cleaning the Print Head automatically. Do not perform any other operations until the machine completes the cleaning of the Print Head. While cleaning is in progress, the **POWER** lamp is flashing green.
> * If printed ruled lines are misaligned or the print head position is misaligned, adjust the print head position.
>   See Aligning the Print Head .

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Contents > Routine Maintenance > Replacing a FINE Cartridge > Checking the Ink Status

■ Checking the Ink Status

You can check the ink status on the LCD.
Make sure that the machine is turned on, then press the **COPY**, **FAX**, or **SCAN** button. The current ink
level will appear on the LCD for a few seconds.

📖 Note

- The ink level detector is mounted on the machine to detect the remaining ink level. The machine
  considers as ink is full when a new FINE Cartridge is installed, and then starts to detect a remaining
  ink level. If you install a used FINE Cartridge, the indicated ink level of it may not be correct. In such
  case, refer to the ink level information only as a guide.
- When remaining ink cautions or errors occur, the message will appear to inform you of the error.
  Refer to "An Error Message is Displayed on the LCD" in " Troubleshooting" of the on-screen manual:
  Advanced Guide , and take an appropriate action.

Example: (A)
The ink is running low. Prepare a new ink cartridge.

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Cleaning the Paper Feed Roller

If the Paper Feed Roller is dirty or paper powder is attached to it, paper may not be fed properly.
In this case, clean the Paper Feed Roller. Cleaning will wear out the Paper Feed Roller, so perform this only when necessary.

You need to prepare: three sheets of A4 or Letter-sized plain paper

1. Make sure that the power is turned on, and remove any paper in the Rear Tray.

2. Open the Paper Output Tray gently.

3. Clean the Paper Feed Roller without paper.

   (1) Press the **Menu** button repeatedly until Maintenance appears.

   (2) Use the ◄ (-) or ► (+) button to select Roller cleaning, and press the **OK** button.

   Maintenance
   ◄   Roller cleaning   ►
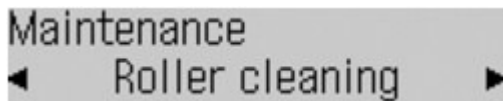
   The Paper Feed Roller will rotate as it is cleaned.

4. Clean the Paper Feed Roller with paper.

   (1) Make sure that the Paper Feed Roller stops rotating, and load three or more sheets of A4 or Letter-sized plain paper in the Rear Tray.

   (2) Repeat the procedures in step 3.

The machine starts cleaning. The cleaning will be completed after the paper is ejected.

If the problem is not resolved after cleaning the Paper Feed Roller, contact the service center.

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Appendix

Legal Limitations on Use of Your Product and Use of Images

Tips on How to Use Your Machine

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Legal Limitations on Use of Your Product and Use of Images

It may be unlawful to make copies of, scan, print, or use reproductions of the following documents.
The list provided is non-exhaustive. When in doubt, check with a legal representative in your jurisdiction.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title

- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works/works of art without permission of copyright owner

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Tips on How to Use Your Machine

This section introduces the tips on how to use your machine and for printing with optimal quality.

■ Ink is used for various purposes.

● How is ink used for various purposes other than printing?

Ink may be used for purposes other than printing. Ink is not only used for printing, but also for cleaning the Print Head to maintain the optimal printing quality.
The machine has the function to automatically clean the ink jet nozzles to prevent clogging. In the cleaning procedure, ink is pumped out from the nozzles. Used ink for nozzle cleaning is limited to a small amount.

● Does black-and-white printing use color ink?

Black-and-white printing may use ink other than black ink depending on the type of printing paper or the settings of the printer driver. So, color ink is consumed even when printing in black-and-white.

■ Printing on special paper: How to print with optimal quality!?

● Tip!: Check the machine status before printing!

● Is the Print Head OK?

If print head nozzles are clogged, print will be faint and papers will be wasted. Print the nozzle check pattern to check the Print Head.
See When Printing Becomes Faint or Colors Are Incorrect .

● Is the inside of the machine smeared with ink?

After printing large quantities of paper or performing borderless printing, the area where papers go through may get smeared with ink. Clean the inside of your machine with the Bottom Plate Cleaning.
Refer to the on-screen manual: Advanced Guide .

● Tip!: Check how to load the paper correctly!

● Is the paper loaded in the correct orientation?

Load paper in the Rear Tray with the printing side facing you.

● Is the paper curled?

The curled paper causes paper jam. Flatten the curled paper, then reload it.
Refer to "Troubleshooting" in the on-screen manual: Advanced Guide .

Tip!: After loading paper, be sure to specify the paper settings!

After loading paper, be sure to select the loaded paper for Media type with the Operation Panel or Media Type with the printer driver. If the type of paper is not selected, you may not be able to get the satisfactory print result.
See Loading Paper.

There are various types of paper: paper with special coating on the surface for printing photos with optimal quality and paper suitable for documents. Media type of the Operation Panel or Media Type of the printer driver has different settings for each type of paper in advance (such as using ink, ejecting ink, or distance from nozzles) so that you can print on each paper with the optimal image quality. You can print with different settings in Media type (or Media Type) suitable for each type of loaded paper.

Use the Stop button to cancel printing!

Tip!: Never press the ON button!

If you press the **ON** button while printing is in progress, the print data sent from the computer queues in the machine and you may not be able to continue to print.
Press the **Stop** button to cancel printing.

Note

- If you cannot cancel printing by pressing the **Stop** button while printing from a computer, open the printer driver setup window to delete the unnecessary print jobs from the printer status monitor.

Does the machine need to be handled with care when using or transporting?

Tip!: Do not use or transport the machine vertically or slanted!

If the machine is used or transported vertically or slanted, the machine may become damaged or ink may leak from the machine.
Be sure not to use or transport the machine vertically or slanted.

Tip!: Do not place any object on the Document Cover!

Do not place any object on the Document Cover. It will fall into the Rear Tray when the Document Cover is opened and cause the machine to malfunction.
Also, place the machine where objects will not fall on it.
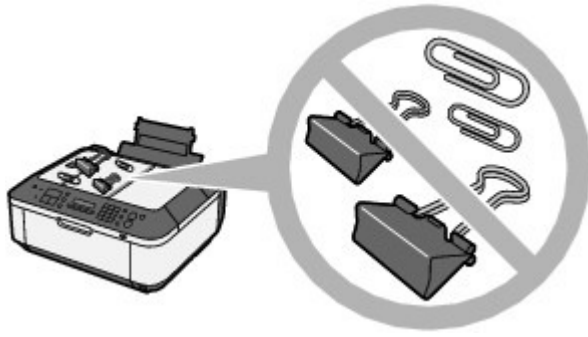
● Tip!: Carefully choose the area to place the machine!

● Note when you place the machine near other electrical appliances such as fluorescent lamps

Place the machine at least 5.91 inches / 15 cm away from other electrical appliances such as fluorescent lamps. If the machine is placed closer to those, it may not be able to work properly due to fluorescent noises.

● Note when you use the machine on wireless LAN

Since the microwave oven and the wireless LAN system use the same frequency bandwidth, the microwave oven can be the potential source of interference when the microwave oven is on. Placing this machine close to microwave oven may result in the poor status of radio.

■ How to maintain the optimal printing quality?

The key to printing with the optimal printing quality is to prevent the Print Head from drying or clogging. Always follow the following steps for optimal printing quality.

● Follow the procedure below to disconnect the power plug.

1. Press the **ON** button on the machine to turn it off.

2. Make sure that the **POWER** lamp is not lit.

3. Disconnect the power plug from the wall outlet.

If you press the **ON** button to turn off the power, the machine caps the Print Head (nozzles) automatically to prevent from drying. If you disconnect the power plug from the wall outlet before the **POWER** lamp is turned off, the Print Head will not be capped properly and this will cause drying or clogging.

To disconnect the power plug, be sure to follow this procedure.

▶ Important

● If the power plug is disconnected, the date/time settings will be reset and all documents stored in memory will be lost. Send or print a necessary document, or save it on the USB flash drive before disconnecting the power plug.

● Print periodically!

Just as the tip of a felt pen becomes dry and unusable if it has not been used for a long time, even if it is capped, the Print Head too, may become dried or clogged if the machine has not been used for a long time.
We recommend you to use the machine at least once a month.

📖 Note

● Depending on the type of paper, ink may blur if you trace the printed area with a highlight pen or paint-stick, or bleed if water or sweat comes in contact with the printed area.

■ Colors are uneven, and print results are blurred.

● Tip!: Print the nozzle check pattern to check if the nozzles are clogged.

If the print head nozzles are clogged, colors may become uneven or the print results may be blurred.

In this case

Print the nozzle check pattern

Check the printed check pattern to see if the nozzles are clogged.
See When Printing Becomes Faint or Colors Are Incorrect .

Canon

MX340 series

Advanced Guide

MC-4470-V1.00

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About Network Communication

When you display this on-screen manual in a language environment other than English, some English descriptions may be displayed.

Printing

Printing from a Computer

Printing Using the Operation Panel of the Machine

**Printing Photographs Directly from a Compliant Device or a
Wireless Communication Device**

Scanning

Scanning

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How to Use This Manual

➡ Operating the Contents Pane

➡ Operating the Explanation Window

➡ Printing This Manual

➡ Using Keywords to Find a Document

➡ Registering Documents to My Manual

➡ Symbols Used in This Document

➡ Trademarks

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Advanced Guide > How to Use This Manual > Operating the Contents Pane

Operating the Contents Pane
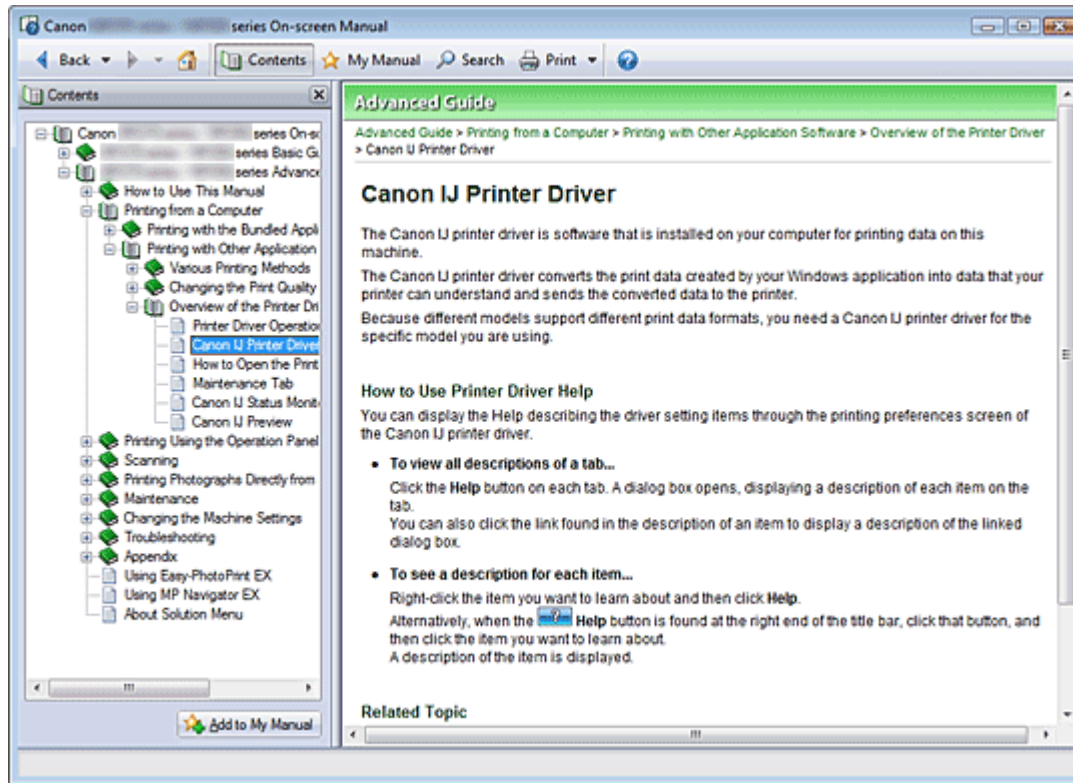
When you click a document title displayed in the contents pane found to the left of the on-screen manual, the documents of that title are displayed in the explanation window on the right side.

When you click ⊞ found to the left of 🟢, the document titles found in the lower hierarchies are displayed.

📖 Note

- Click ⬚ Contents to close or display the contents pane.

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Advanced Guide

Operating the Explanation Window

Explanation Window
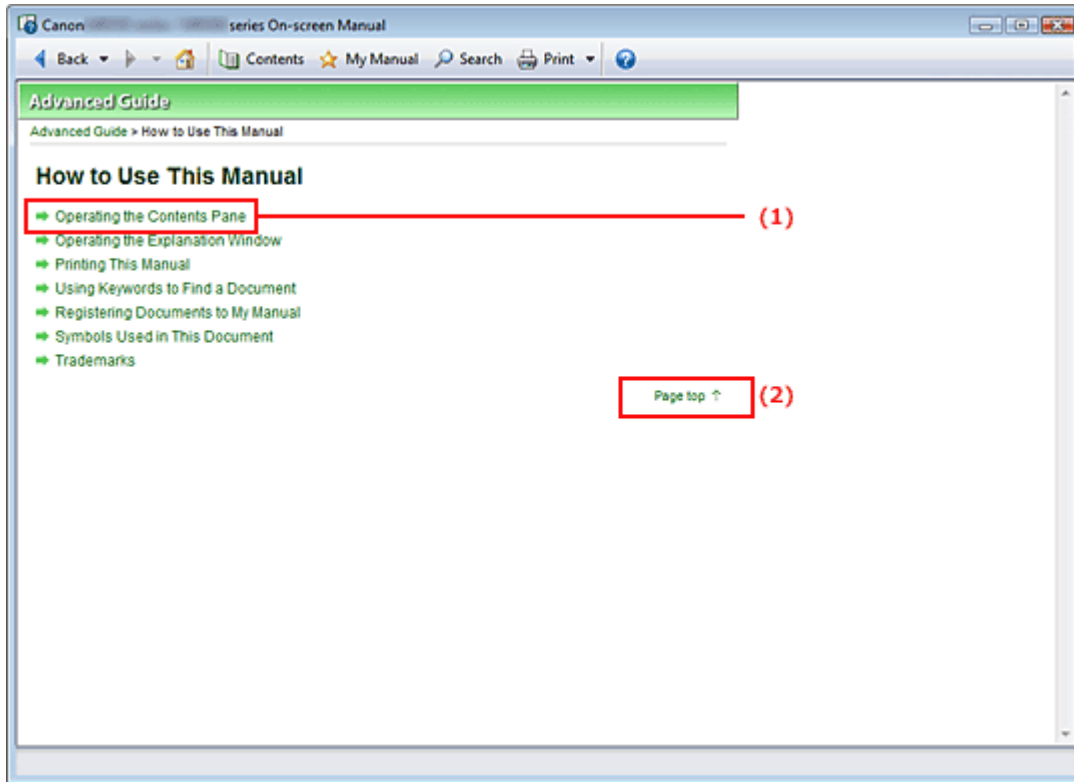
(1) Click the green characters to jump to the corresponding document.

(2) The cursor jumps to the top of this document.

Window Used in Operation Explanation

This on-screen manual describes with a window displayed when the Windows Vista operating system (called Windows Vista below) is used.

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Advanced Guide

Printing This Manual

Click ![Print] to display the print pane to the left of the on-screen manual.

📖 Note

- Click ![Print] to close or display the print pane.
- When you click ▼ and then click Page Setup, the Page Setup dialog box appears. You can then easily set up the paper to be used for printing.
- Click ▼, and then click Print Settings to display the Print dialog box. When the dialog box is displayed, select the printer to be used for printing. The Print Setup tab also allows you to select the printer to be used.
  After selecting the printer to be used, click Properties... to specify the print settings.
- Click ▼, and then click Option Settings to display the Option Settings dialog box. You can then set up the printing operation.
  - Print document title and page number
    When this check box is checked, the manual name and the page number are printed in the header (top of the document).
  - Print background color and images
    When this check box is checked, the background color and the image are printed. Some images are printed regardless of whether this check box is checked or not.
  - Check number of pages to be printed before printing
    When this check box is checked, the Print Page Count Confirmation dialog box is displayed before printing starts. This dialog box allows you to check how many pages will be printed.

On the Document Selection tab, select the method for printing the document. The following four methods of printing are available:

- Print Current Document
- Print Selected Documents
- Print My Manual

- Print All Documents

📖 **Note**

- You can select the type to be printed, and then easily specify print settings on the Print Setup tab.

Print Current Document

You can print the currently displayed document.

1. From Select Target, select Current Document

The title of the currently displayed document is displayed in the Documents to Be Printed list.

📖 **Note**

- By selecting Print linked documents, you can also print documents that are linked to the current document. The linked documents are added to the Documents to Be Printed list.
- Click Print Preview to display and check what the print results will look like before you actually print the document.

2. Click Print Setup tab

On the Page Setup tab, select the printer to be used and specify simple print settings, as necessary.

3. Click Start Printing

A message confirming the number of print pages is displayed.

4. Execute print

Confirm the number of pages to be printed, and then click Yes.

The documents that are currently displayed are printed.

Print Selected Documents

You can select and print the documents that you want printed.

1. From Select Target, select Selected Documents

The titles of all documents are displayed in the Documents to Be Printed list.

2. Select the documents to be printed

From the Documents to Be Printed list, select the title check boxes of the documents to be printed.

📖 **Note**

- When you select the Automatically select documents in lower hierarchies check box, the check boxes of all document titles found in the lower hierarchies are selected.
- Click Select All to select the check boxes of all document titles.
  Click Clear All to clear the check boxes of all document titles.
- Click Print Preview to display and check what the print results will look like before you actually print the document.

3. Click Print Setup tab

On the Page Setup tab, select the printer to be used and specify simple print settings, as necessary.

4. Click Start Printing

A message confirming the number of print pages is displayed.

5. Execute print

Confirm the number of pages to be printed, and then click Yes.

All documents with selected check boxes are printed.

Print My Manual

You can select and print documents registered in My Manual.

For details about My Manual, see " Registering Documents to My Manual ."

1. **From Select Target, select My Manual**

   The titles of the documents that have been registered to My Manual are displayed in the Documents to Be Printed list.

2. **Select the documents to be printed**

   From the Documents to Be Printed list, select the title check boxes of the documents to be printed.

   > **Note**
   > - Click Select All to select the check boxes of all document titles.
   >   Click Clear All to clear the check boxes of all document titles.
   > - Click Print Preview to display and check what the print results will look like before you actually print the document.

3. **Click Print Setup tab**

   On the Page Setup tab, select the printer to be used and specify simple print settings, as necessary.

4. **Click Start Printing**

   A message confirming the number of print pages is displayed.

5. **Execute print**

   Confirm the number of pages to be printed, and then click Yes.

   All documents with selected check boxes are printed.

Print All Documents

You can print all documents of the on-screen manual.

1. **From Select Target, select All Documents**

   The titles of all documents are displayed in the Documents to Be Printed list, and the check boxes are automatically selected.

   > **Note**
   > - When you uncheck the check box of a document title, that document is not printed.
   > - Click Select All to select the check boxes of all document titles.
   >   Click Clear All to clear the check boxes of all document titles.
   > - Click Print Preview to display and check what the print results will look like before you actually print the document.

2. **Click Print Setup tab**

   On the Page Setup tab, select the printer to be used and specify simple print settings, as necessary.

3. **Click Start Printing**

   A message confirming the number of print pages is displayed.

4. **Execute print**

Confirm the number of pages to be printed, and then click Yes.

All documents are printed.

Important

- A large amount of paper is necessary to print all documents. Before printing, be sure to check the number of print pages displayed in the Print Page Count Confirmation dialog box.
- The Print Preview dialog box allows you to scale the printing to the paper width or to set the zoom rate. However, if the print data extends outside the paper because of the new zoom rate, that portion of the document will not be printed on the paper.

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Using Keywords to Find a Document

You can enter a keyword to search for a target document.

All documents in the currently displayed on-screen manual are searched.
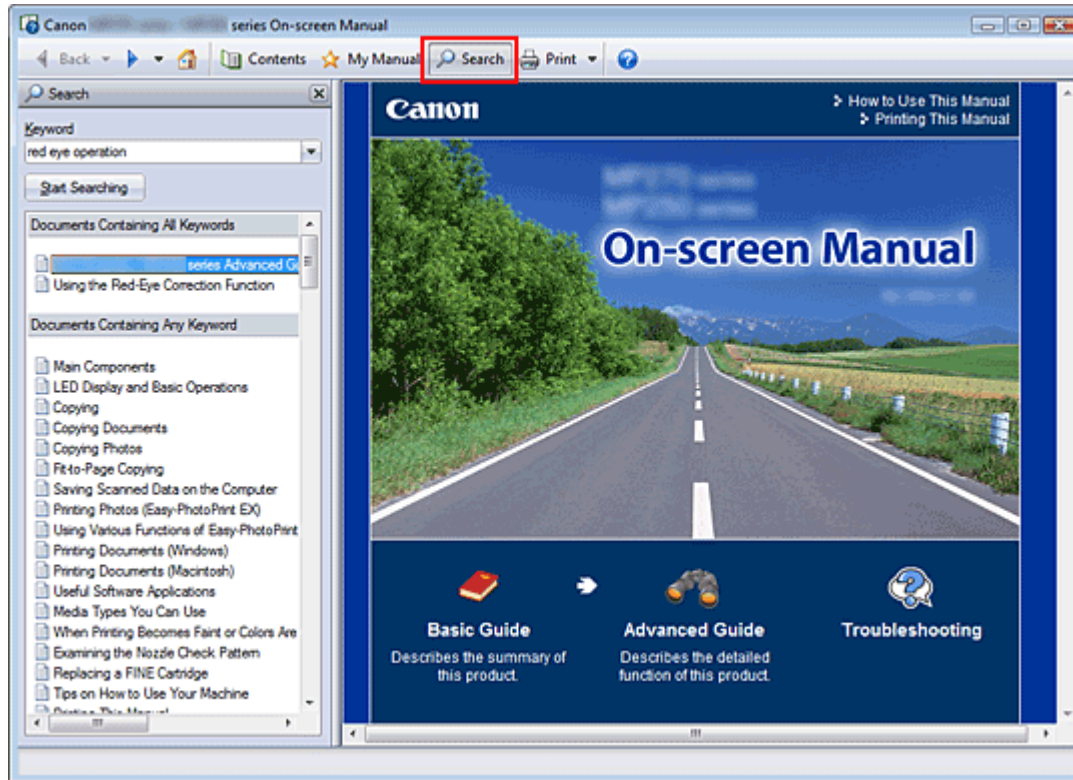
1. **Click**

   The search pane is displayed to the left of the on-screen manual.

   📖Note

   - Click to close or display the search pane.

2. **Enter a keyword**

   In Keyword, enter a keyword for the item to be checked.

   When you want to enter multiple keywords, insert a space between the keywords.

   📖Note

   - You can enter up to 10 search keywords or up to 255 characters.
   - Uppercase and lowercase are not distinguished.
   - The program can also search for keywords that contain spaces.
   - A convenient way of quickly finding a document to be read is to enter keywords as described below.
     - To learn how to operate a function you are using:
       Enter the menu name displayed on the operation panel of this machine or on the computer (for example, frame erase copy).
     - To find an explanation of the operation for a specific purpose:
       Enter function + item to be printed (for example, print calendar).

3. **Click Start Searching**

The search is started, and the titles of documents containing the keyword are displayed in the search results list.

When you execute a search by entering multiple keywords, the search results are displayed as shown below.

[Documents Containing Perfect Match]
Documents containing the entire search character string (including spaces) exactly as entered (perfect match)

[Documents Containing All Keywords]
Documents containing all keywords that were entered

[Documents Containing Any Keyword]
Documents containing at least one of the keywords that were entered

4. Display the document that you want to read

From the search results list, double-click (or select and press Enter key) the title of the document you want to read.

When the documents of that title are displayed, the keywords found on those documents are highlighted.

Note

- If you modify the keyword entry and perform multiple searches, a search history remains. To delete the search history, click located to the right of Keyword, and select Clear History, which is displayed.

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Registering Documents to My Manual

Register frequently read documents as My Manual documents so that you can refer to those documents easily at any time.
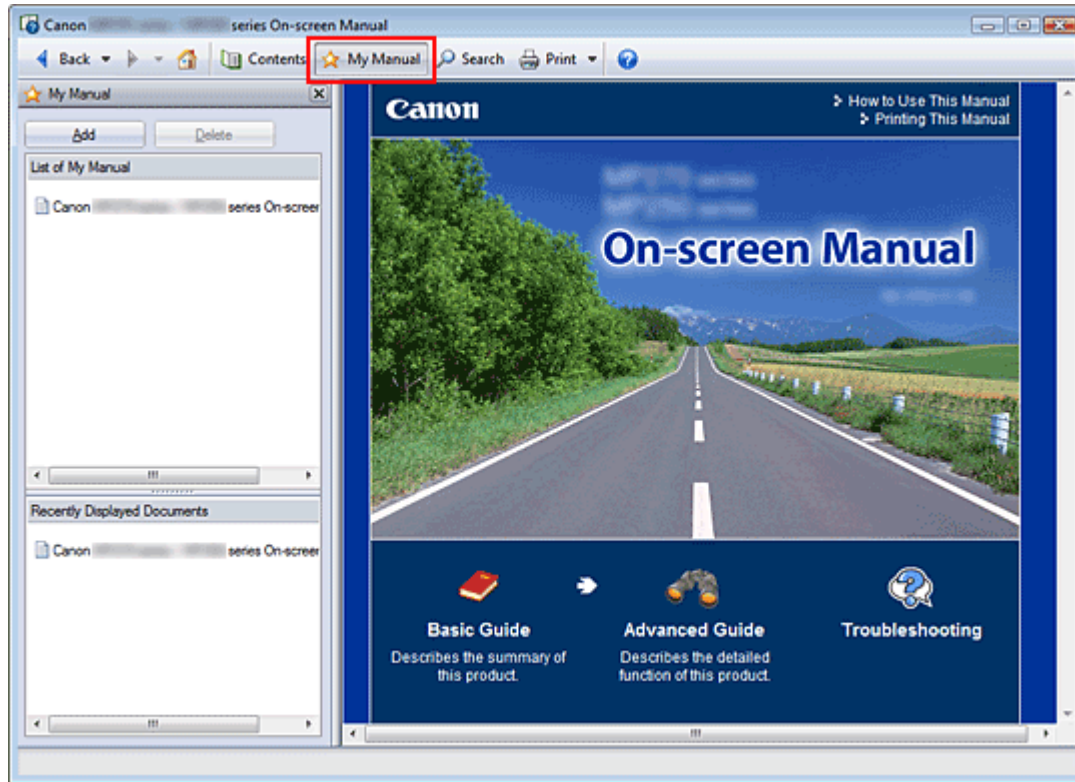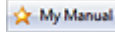
1. **Display the document**

   Display the document to be added to My Manual.

2. **Click** [My Manual]

   The My Manual pane is displayed to the left of the on-screen manual.

   📖 **Note**

   - Click [My Manual] to close or display the My Manual pane.

3. **Register the document to My Manual**

   Click Add.

   The title of the currently displayed document is added to List of My Manual.

   📖 **Note**

   - You can also add documents to My Manual by the following methods. If you add a document to My Manual, a ⭐ mark is displayed in the document icons in the contents pane.
     - From the Recently Displayed Documents list, double-click the document title that you want to add to My Manual (or select the document and press Enter key) to display the title, and then click Add.
     - Right-click the document title displayed in the contents pane or right-click the explanation window, and then select Add to My Manual from the right-click menu.
     - In the contents pane, select the document title that you want to add to My Manual, and then click Add to My Manual at the bottom right of the pane.

4. Display My Manual

When you double-click (or select and press Enter key) a document title displayed in List of My Manual, that document is displayed in the explanation window.

Note

- To delete a document from List of My Manual, select that document title from the list, and then click Delete (or press Delete key).

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Advanced Guide

Advanced Guide > How to Use This Manual > Symbols Used in This Document

Symbols Used in This Document

⚠ Warning

Instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

⚠ Caution

Instructions that, if ignored, could result in personal injury or material damage caused by incorrect operation of the equipment. These must be observed for safe operation.

▶ Important

Instructions including important information.
Be sure to read these indications.

📖 Note

Instructions as notes for operation or additional explanations.

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Advanced Guide

Trademarks

- Microsoft is a registered trademark of Microsoft Corporation.

- Windows is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.

- Windows Vista is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.

- Internet Explorer is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.

- Macintosh, Mac, and AirPort are trademarks of Apple Inc., registered in the U.S. and other countries.

- Bonjour is a trademark of Apple Inc., registered in the U.S. and other countries.

- Adobe, Adobe Photoshop, Adobe RGB and Adobe RGB (1998) are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

- Bluetooth is a trademark of Bluetooth SIG, Inc.,U.S.A. and licensed to Canon Inc.

- Ethernet is a trademark of Xerox Corporation.

Exif Print

This machine supports Exif Print.
Exif Print is a standard for enhancing the communication between digital cameras and printers. By connecting to an Exif Print-compliant digital camera, the camera's image data at the time of shooting is used and optimized, yielding extremely high quality prints.

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Advanced Guide

Printing from a Computer

➡ Printing with the Bundled Application Software

➡ Printing with Other Application Software

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Advanced Guide

Printing with the Bundled Application Software

➡ What Is Easy-PhotoPrint EX?

➡ Printing Photos

➡ Creating an Album

➡ Printing Calendars

➡ Printing Stickers

➡ Printing Layout

➡ Correcting and Enhancing Photos

➡ Questions and Answers

➡ Photo Print Settings

➡ Other Settings

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > What Is Easy-PhotoPrint EX?

Easy-PhotoPrint EX

What Is Easy-PhotoPrint EX?

Easy-PhotoPrint EX allows you to create albums, calendars and stickers easily using photos taken with digital cameras.

You can also print borderless photos easily.
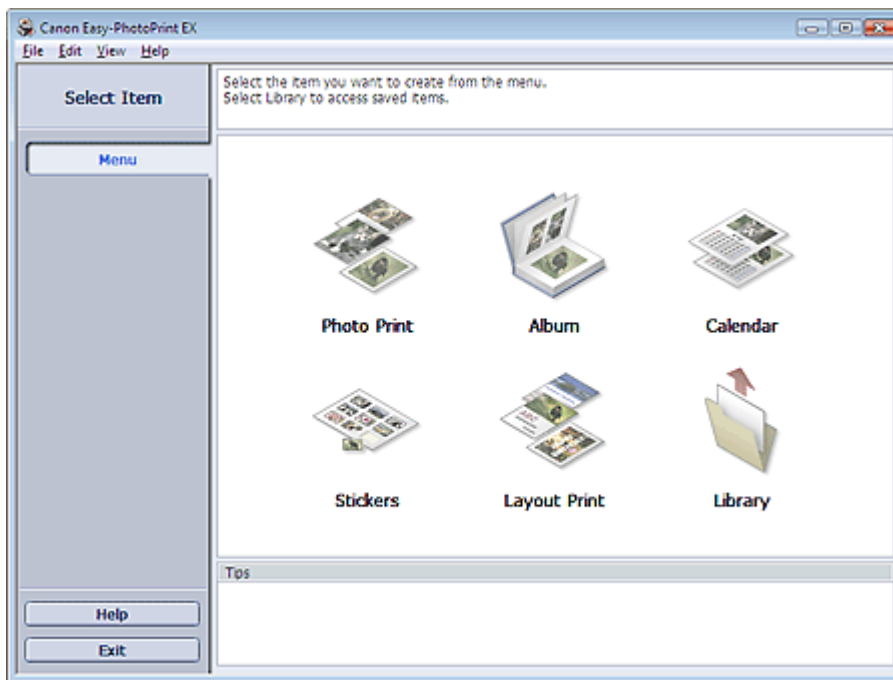
> ⚑ **Important**
>
> ■ Easy-PhotoPrint EX can only be used with Canon inkjet printers. It does not support some Canon compact photo printers, including SELPHY CP series.
> ■ If a printer that supports Easy-PhotoPrint EX is not installed, you cannot print items you create.
> ■ If Easy-PhotoPrint EX is installed on a computer that already has Easy-LayoutPrint installed, Easy-LayoutPrint will be replaced by Easy-PhotoPrint EX.

> 📖 **Note**
>
> ■ See Help of Easy-PhotoPrint EX for descriptions of Easy-PhotoPrint EX screens.
> Click Help in a screen or dialog box, or select Easy-PhotoPrint EX Help... from the Help menu. Help appears.

About Exif Print

Easy-PhotoPrint EX supports "Exif Print." Exif Print is a standard for enhancing the communication between digital cameras and printers.

By connecting to an Exif Print-compliant digital camera, the image data at the time of shooting is used and optimized, yielding extremely high quality prints.

Starting Easy-PhotoPrint EX from Other Applications

Easy-PhotoPrint EX can be started from other applications.

See the application's manual for details on the procedure for starting.

The Photo Print function is available with the following applications:

- MP Navigator EX Ver.1.00 or later

- ZoomBrowser EX Ver.6.0 or later

- Digital Photo Professional Ver.3.2 or later

> **Important**

> - Easy-PhotoPrint EX is subject to the following restrictions when started from Digital Photo Professional:
>   - Menu does not appear in the step button area on the left side of the screen.
>   - Images cannot be corrected/enhanced.
>   - Image display order cannot be changed.
>   - Edited images cannot be saved.
>   - Options other than Enable ICC Profile cannot be selected for Color correction for printing on the Advanced tab of the Preferences dialog box. Therefore, you cannot use the Vivid Photo and Photo Noise Reduction functions.

The Album function is available with the following applications:

- MP Navigator EX Ver.1.00 or later

- ZoomBrowser EX Ver.5.8 or later

Supported Image File Formats (Extensions)

- BMP (.bmp)

- JPEG (.jpg, .jpeg)

- TIFF (.tif, .tiff)

- PICT (.pict, .pct)

- Easy-PhotoPrint image files (.epp)

> **Important**

> - When selecting an image, if there is a TIFF file in the selected folder, the image may not be displayed correctly or Easy-PhotoPrint EX may shut down depending on the TIFF format. In such cases, move the TIFF file to another folder or recreate the file in a different file format, and then select the folder again.

> **Note**

> - The thumbnails of files in unsupported formats are displayed as ? (Question Mark).
> - When Easy-PhotoPrint EX is started from Digital Photo Professional, all image files supported by Digital Photo Professional will be displayed.

File Formats (Extensions) Supported by Easy-PhotoPrint EX

- Easy-PhotoPrint EX Photo Print file (.el6)

- Easy-PhotoPrint EX Album file (.el1)

- Easy-PhotoPrint EX Stickers file (.el2)

- Easy-PhotoPrint EX Calendar file (.el4)

- Easy-PhotoPrint EX Layout file (.el5)

Easy-PhotoPrint EX

Printing Photos

Easy-PhotoPrint EX allows you to print your favorite photos in a variety of layouts.

You can also create borderless photos easily.

Corrections suitable for photos can be applied automatically when printing.
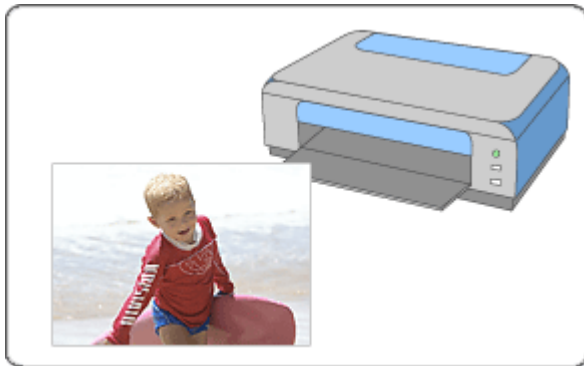
Steps

1. Starting Easy-PhotoPrint EX

2. Selecting a Photo

3. Selecting the Paper

4. Printing

Try This

➡ Correcting and Enhancing Photos
➡ Printing Vivid Photos
➡ Reducing Photo Noise
➡ Cropping Photos (Photo Print)
➡ Printing Dates on Photos (Photo Print)
➡ Printing Multiple Photos on One Page
➡ Printing an Index
➡ Printing ID Photos (ID Photo Print)
➡ Printing Photo Information
➡ Saving Photos
➡ Opening Saved Files

Questions and Answers

➡ How Can I Move (or Copy) the Saved File?
➡ Which Side of the Displayed Image Does the Printing Start from?
➡ How Do I Print with Even Margins?

Advanced Guide

Easy-PhotoPrint EX

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.

Selecting a Photo

1. **Click Photo Print from Menu.**

   The Select Images screen appears.
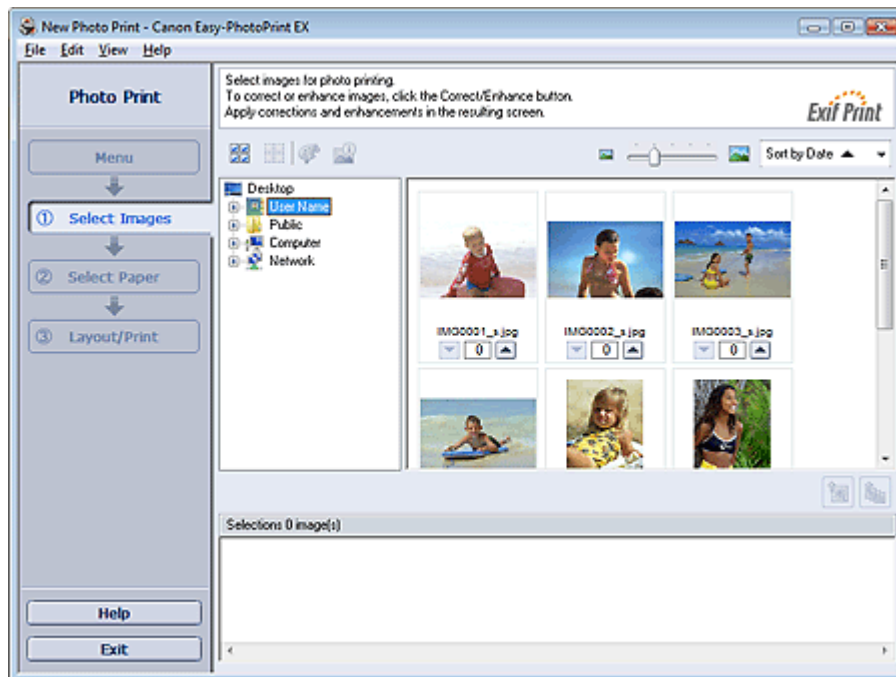
   ![Important]**Important**

   - The thumbnails (reduced images) displayed in the screen may appear as follows:
     - A black line appears along an edge of the image.
     - An edge of the image appears cropped.
     However, such images will be displayed normally when enlarged or previewed, and print results will not be affected.

2. **Select the folder that contains the image you want to print from the folder tree area.**

   The images in the folder will be displayed as thumbnails (miniatures).

   ![Important]**Important**

   - If Easy-PhotoPrint EX is started from another application (MP Navigator EX, ZoomBrowser EX or Digital Photo Professional), the folder tree area will not be displayed.
     The images selected in the application will be displayed as thumbnails.

3. **Click the image you want to print.**

   The number of copies appears as "1" below the clicked image, while the selected image itself will appear in the selected image area.

   ![Note]**Note**

   - To delete an image in the selected image area, select the image you want to delete and click

(Delete Imported Image).

To delete all images from the selected image area, click   (Delete All Imported Images).

- To print two or more copies of an image, click   (Up arrow) until the number of copies you want is reached. To reduce the number of copies shown in the box, click   (Down arrow).
- You can change the order of photos using the list located at the top right corner of the screen. You can select the printing order from Sort by Date and Sort by Name.

Note

- You can correct or enhance the selected image before printing.
  ➡ Correcting and Enhancing Photos
- See Help for details on the Select Images screen.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Printing Photos > Selecting the Paper

Easy-PhotoPrint EX

Selecting the Paper

1. Click Select Paper.

   The Select Paper screen appears.
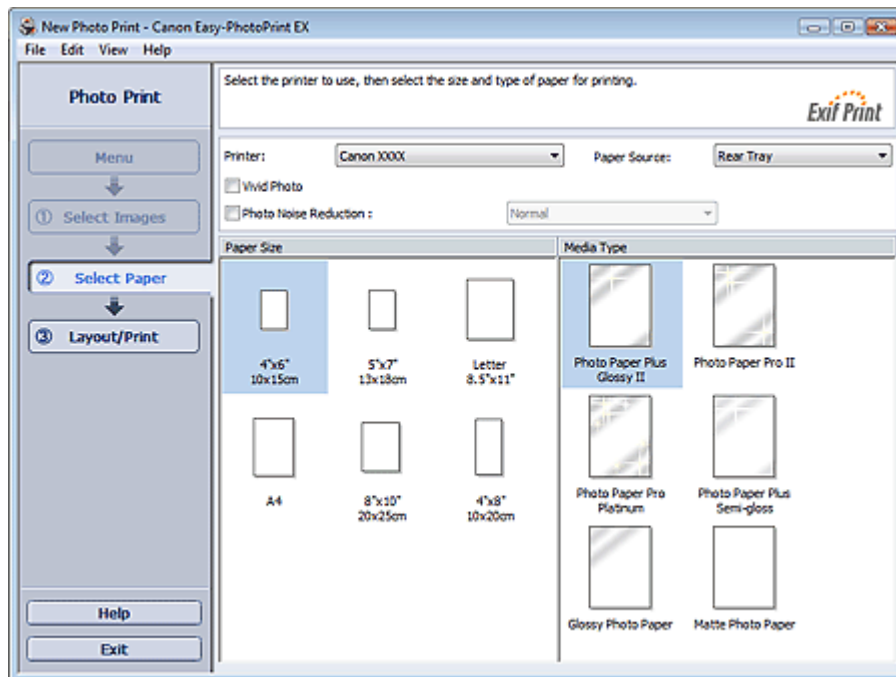
2. Set the following items according to the printer and paper to be used:

   Printer

   Paper Source

   Paper Size

   Media Type

   📖 **Note**

   - The paper sizes and media types may vary depending on the printer. See Help for details.
   - The paper sources may vary depending on the printer and the media type.

📖 **Note**

- You can print photos with more vivid colors or you can reduce the photo noise.
  ➡ Printing Vivid Photos
  ➡ Reducing Photo Noise
- See Help for details on the Select Paper screen.

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Advanced Guide

Printing

1. Click Layout/Print.

   The Layout/Print screen appears.
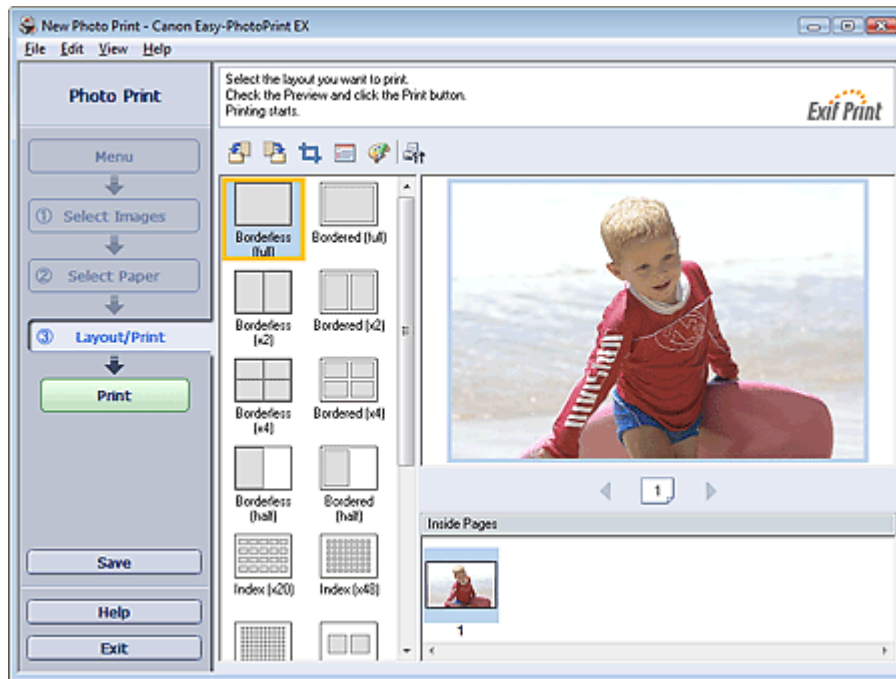
   ### Important

   - The thumbnails (reduced images) displayed in the screen may appear as follows:
     - A black line appears along an edge of the image.
     - An edge of the image appears cropped.
     However, such images will be displayed normally when enlarged or previewed, and print results will not be affected.

2. Select a layout you want to use.

   Click a borderless layout to print borderless photos.

   ### Note

   - The layouts that can be selected may vary depending on the printer, paper size, and media type.

3. Click Print.

   ### Important

   - The photo print settings will be discarded if you exit Easy-PhotoPrint EX without saving the settings. It is recommended that you save the printed image if you want to print it again.
     → Saving Photos
   - When you print on a bordered layout, the margins on the left and right or the top and bottom may become wider than the other.
     → How Do I Print with Even Margins?

📖 **Note**

- You can crop images or print dates on photos.
  ➡ Cropping Photos (Photo Print)
  ➡ Printing Dates on Photos (Photo Print)
- You can correct or enhance the selected image before printing.
  ➡ Correcting and Enhancing Photos
- You can specify advanced Photo Print settings (number of copies, print quality, etc.) in the Preferences dialog box.

  To display the Preferences dialog box, click (Settings) or select Preferences... from the File menu.
- See Help for details on the Layout/Print screen.

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Advanced Guide

Easy-PhotoPrint EX

Creating an Album

Easy-PhotoPrint EX allows you to create your own personalized photo album.

Steps

1. Starting Easy-PhotoPrint EX

2. Selecting the Paper and Layout

3. Selecting a Photo

4. Editing

5. Printing

Try This

➡ Correcting and Enhancing Photos
➡ Changing Layout
➡ Changing Background
➡ Adding Photos
➡ Swapping Positions of Photos
➡ Replacing Photos
➡ Changing Position, Angle and Size of Photos
➡ Cropping Photos
➡ Framing Photos
➡ Printing Dates on Photos
➡ Attaching Comments to Photos
➡ Adding Text to Photos
➡ Saving
➡ Opening Saved Files

Questions and Answers

➡ How Can I Move (or Copy) the Saved File?

➡ What Is "C1" or "C4"?

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Advanced Guide

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.

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Easy-PhotoPrint EX

Selecting the Paper and Layout

1. Click Album from Menu.

   The Page Setup screen appears.
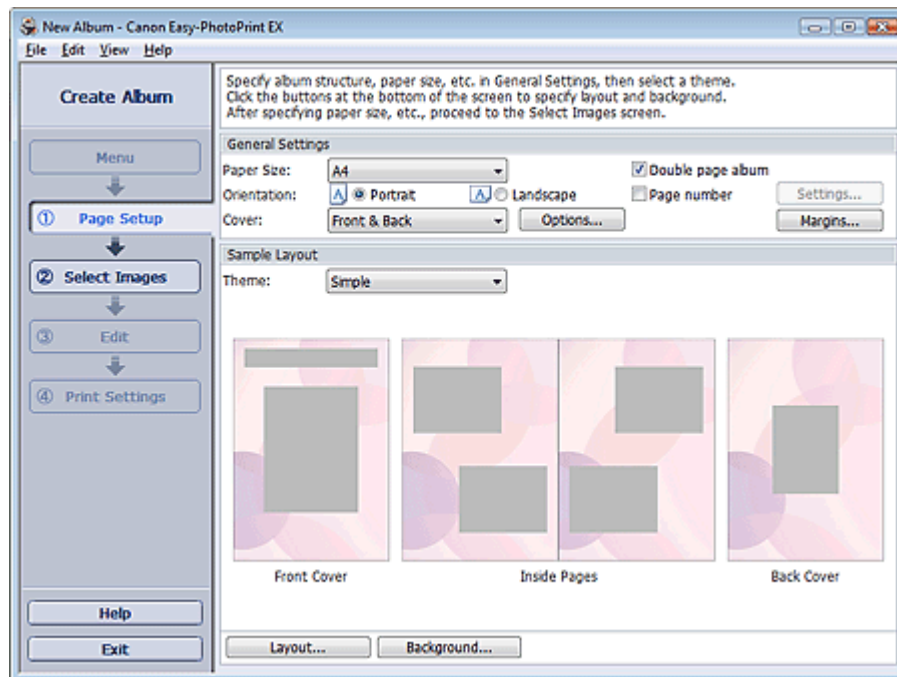
2. Set the following items in the General Settings section:

   Paper Size

   Orientation

   Cover

   Double page album

   Page number

   > **Note**
   >
   > - See Help on the paper size that can be selected.
   > - You can select whether to display images on the inside of the front and back covers in the Cover Options dialog box. To display the Cover Options dialog box, select Front or Front & Back for Cover and click Options....
   > - Select the Double page album checkbox to enable the spread page layout (consisting of two-page master). In a double-page album, you can arrange an image across the left and right pages.
   > - You can customize the page numbers (position, font size, etc.) in the Page Number Settings dialog box. To display the Page Number Settings dialog box, select the Page number checkbox and click Settings....
   > - You can customize the margins of the front cover, inside pages and back cover in the Margin Settings dialog box. To display the Margin Settings dialog box, click Margins....

3. Select the theme you want to use from Theme in Sample Layout.

4. If you want to change the layout, click Layout....

The Change Layout dialog box appears.

In the Change Layout dialog box, you can change the layout or select whether to print the date (on which the picture was taken) on the photo.

Note

- The layouts that can be selected may vary depending on the Paper Size, Orientation, Double page album, or the type of page selected (front cover, inside pages or back cover).
- You can customize the date (position, size, color, etc.) in the Date Settings dialog box. To display the Date Settings dialog box, select the Print date checkbox in the Change Layout dialog box and click Date Settings....

5. If you want to change the background, click Background....

The Change Background dialog box appears.

In the Change Background dialog box, you can paint the background in a single color or paste an image file to it.

Note

- See Help for details on the Page Setup screen.

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Advanced Guide

Selecting a Photo

1. **Click Select Images.**

   The Select Images screen appears.
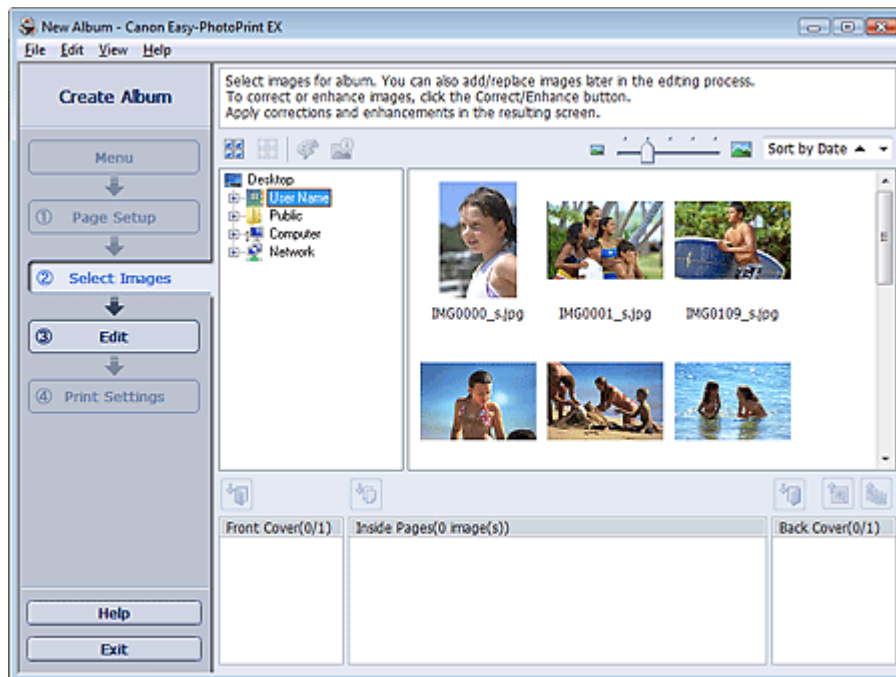
2. **Select the folder that contains the image you want to print from the folder tree area.**

   The images in the folder will be displayed as thumbnails (miniatures).

   > **Important**
   >
   > - If Easy-PhotoPrint EX is started from another application (MP Navigator EX or ZoomBrowser EX), the folder tree area will not be displayed.
   >   The images selected in the application will be displayed as thumbnails.

3. **Select the image(s) you want to print, and click one of the buttons below.**

   To print on the front cover, click [ ] (Import to Front Cover).

   To print on the inside pages, click [ ] (Import to Inside Pages).

   To print on the back cover, click [ ] (Import to Back Cover).

   The selected image(s) are displayed in the selected image area.

   You can also select the image(s) you want to print by dragging them into the selected image area.

   > **Note**
   >
   > - To delete an image in the selected image area, select the image you want to delete and click
   >
   >   [ ] (Delete Imported Image).

To delete all images from the selected image area, click (Delete All Imported Images).

Note

- See Help for details on the Select Images screen.

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![Advanced Guide]

Easy-PhotoPrint EX

Editing

1. **Click Edit.**

   The Edit screen appears.

2. **Edit your album if necessary.**

   - Changing Layout
   - Changing Background
   - Adding Photos
   - Swapping Positions of Photos
   - Replacing Photos
   - Changing Position, Angle and Size of Photos
   - Cropping Photos
   - Framing Photos
   - Printing Dates on Photos
   - Attaching Comments to Photos
   - Adding Text to Photos

   ⚑ **Important**

   - The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited album. It is recommended that you save the item if you want to edit it again.
     The page numbers on the front and back covers of the album are displayed as follows:

     C1: Front cover

     C2: Inside the front cover

     C3: Inside the back cover
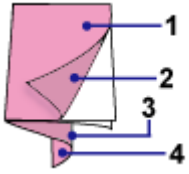
 C4: Back cover

- "C2"/"C3" appears only when the Leave the inside of front cover blank/Leave the inside of back cover blank checkbox is selected in the Cover Options dialog box.
➡Saving

Note

- See Help for details on the Edit screen.

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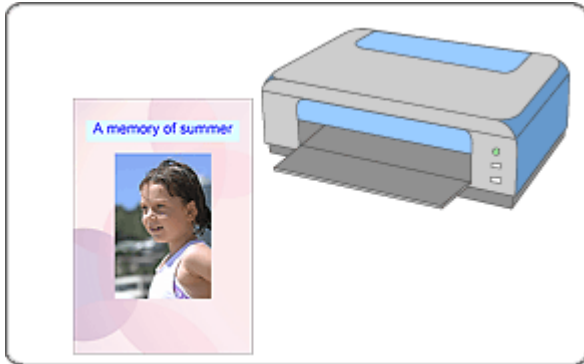
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Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Creating an Album > Printing
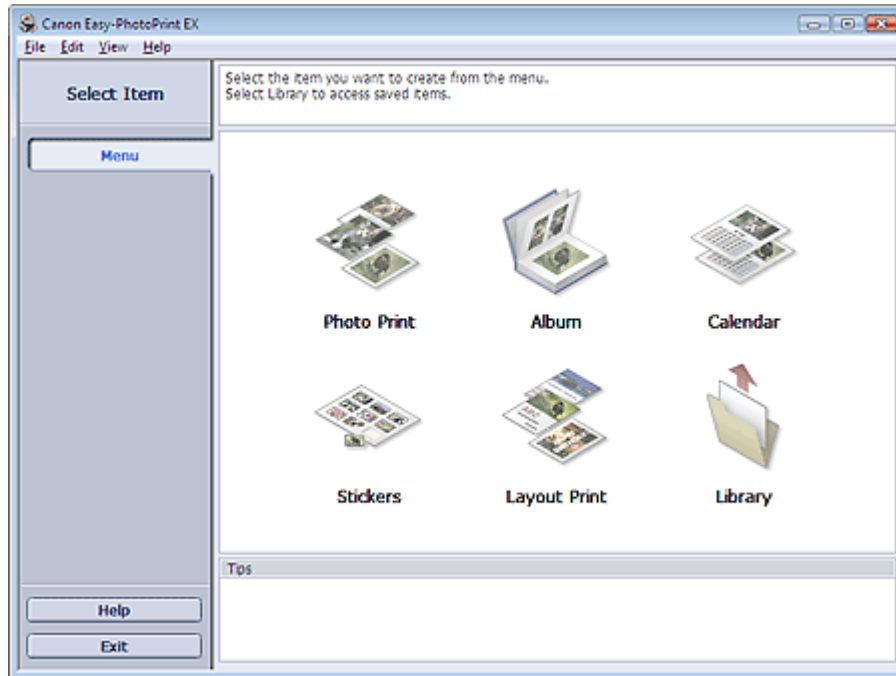
[Easy-PhotoPrint EX]

Printing

1. Click Print Settings.

   The Print Settings screen appears.

2. Set the following items according to the printer and paper to be used:

   Printer

   Media Type

   Copies

   Paper Source

   Print Quality

   Borderless Printing

   Note

   - The media types may vary depending on the printer and the paper size.
   - Duplex Printing appears if the selected printer and media type support duplex printing. Select this checkbox to print on both sides of the paper.
   - Automatic appears if you select the Duplex Printing checkbox after selecting a printer that supports automatic duplex printing and media type that supports duplex printing. Select this checkbox to print on both sides of the paper automatically.
   - The paper sources may vary depending on the printer and the media type.
   - You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
   - Select the Borderless Printing checkbox to print each page of the album on a full page without borders.
   - You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. Click Print.

Note

- See Help for details on the Print Settings screen.

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Advanced Guide

Easy-PhotoPrint EX

Printing Calendars

Easy-PhotoPrint EX allows you to create your own calendar using your favorite photos.

Steps

1. Starting Easy-PhotoPrint EX

2. Selecting the Paper and Layout

3. Selecting a Photo

4. Editing

5. Printing

Try This

➡ Correcting and Enhancing Photos
➡ Changing Layout
➡ Changing Background
➡ Adding Photos
➡ Swapping Positions of Photos
➡ Replacing Photos
➡ Changing Position, Angle and Size of Photos
➡ Cropping Photos
➡ Framing Photos
➡ Printing Dates on Photos
➡ Adding Text to Photos
➡ Setting Calendar Display
➡ Setting Holidays
➡ Saving
➡ Opening Saved Files

Questions and Answers

➡ How Can I Move (or Copy) the Saved File?

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Advanced Guide

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.

Advanced Guide

Selecting the Paper and Layout

1. **Click Calendar from Menu.**

   The Page Setup screen appears.
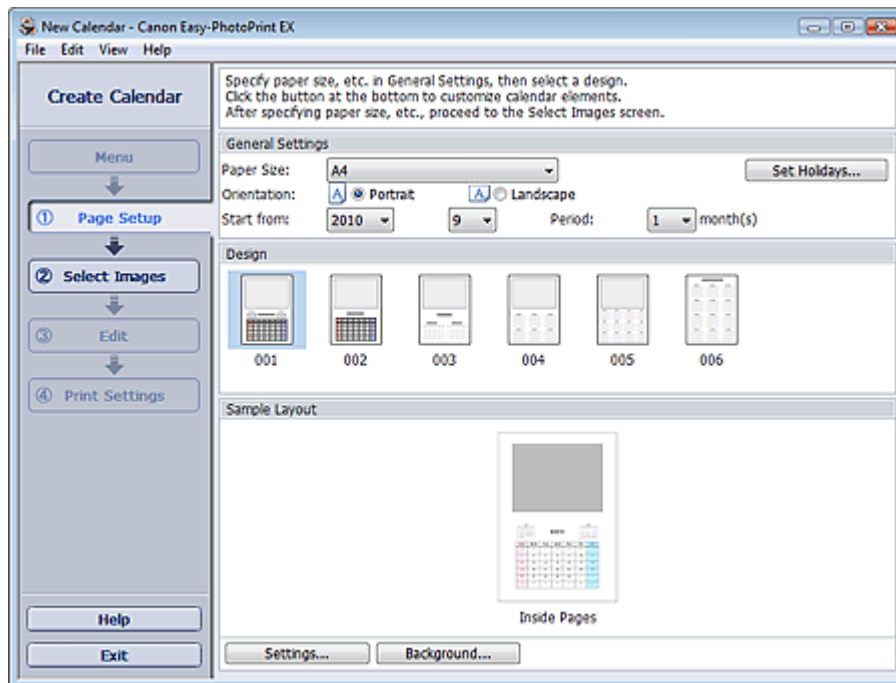
2. **Set the following items in the General Settings section:**

   Paper Size

   Orientation

   Start from

   Period

   ## 📖 Note

   - See Help on the paper size that can be selected.
   - You can add holidays to your calendar.
     ➡ Setting Holidays

3. **Select a layout for Design.**

   If necessary, make advanced settings on the calendar and set the background.

   ## 📖 Note

   - You can customize the calendar display (font colors of the dates and days of the week, position and size of the calendar, etc.).
     ➡ Setting Calendar Display
   - You can paint the background in a single color or paste an image file to it in the Change Background dialog box. To display the Change Background dialog box, click Background....

📖 Note

■ See Help for details on the Page Setup screen.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Printing Calendars >
Selecting a Photo

Selecting a Photo

1. Click Select Images.

   The Select Images screen appears.

2. Select the folder that contains the image you want to print from the folder tree area.

   The images in the folder will be displayed as thumbnails (miniatures).

3. Select the image(s) you want to print and click [icon] (Import to Inside Pages).

   The selected image(s) are displayed in the selected image area.

   You can also select the image(s) you want to print by dragging them into the selected image area.

   Note

   - To delete an image in the selected image area, select the image you want to delete and click

     [icon] (Delete Imported Image).

     To delete all images from the selected image area, click [icon] (Delete All Imported Images).

   Note

   - See Help for details on the Select Images screen.

Advanced Guide

Easy-PhotoPrint EX

Editing

1. **Click Edit.**

   The Edit screen appears.

2. **Edit the calendar if necessary.**

   - Changing Layout
   - Changing Background
   - Adding Photos
   - Swapping Positions of Photos
   - Replacing Photos
   - Changing Position, Angle and Size of Photos
   - Cropping Photos
   - Framing Photos
   - Printing Dates on Photos
   - Adding Text to Photos
   - Setting Calendar Display
   - Setting Holidays

   Important

   - The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited calendar. It is recommended that you save the item if you want to edit it again.
     - Saving
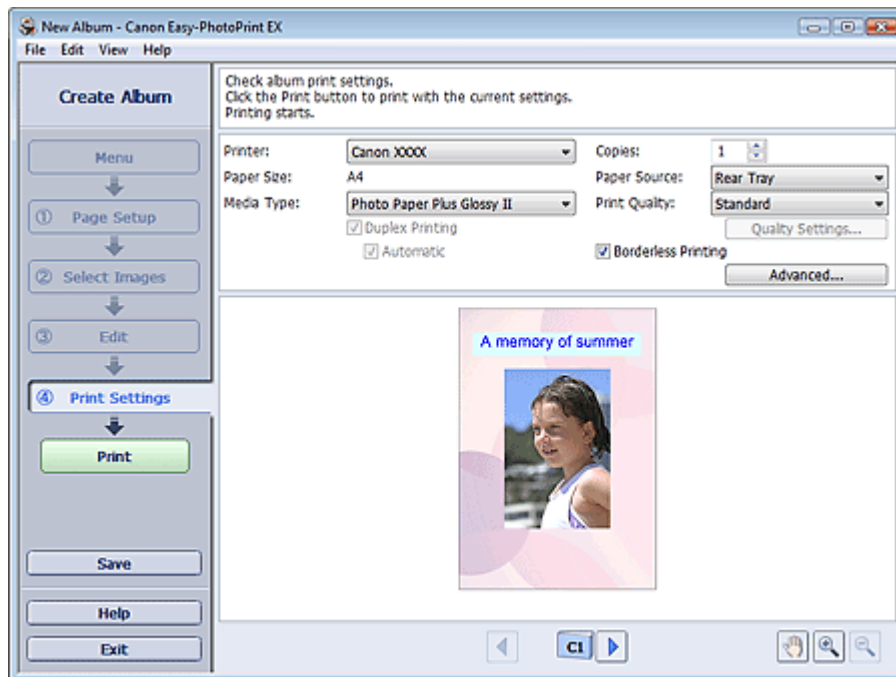
   Note

- See Help for details on the Edit screen.

Page top↑

Printing

1. **Click Print Settings.**

   The Print Settings screen appears.

2. **Set the following items according to the printer and paper to be used:**

   Printer

   Media Type

   Copies

   Paper Source

   Print Quality

   Borderless Printing

   ### 📖 Note

   - The media types may vary depending on the printer and the paper size.
   - Duplex Printing appears if the selected printer and media type support duplex printing. Select this checkbox to print on both sides of the paper.
   - Automatic appears if you select the Duplex Printing checkbox after selecting a printer that supports automatic duplex printing and media type that supports duplex printing. Select this checkbox to print on both sides of the paper automatically.
   - The paper sources may vary depending on the printer and the media type.
   - You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
   - You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. **Click Print.**

Note

- See Help for details on the Print Settings screen.

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Advanced Guide

Easy-PhotoPrint EX

Printing Stickers

You can print your favorite photos on compatible sticker sheets.

Steps

1. Starting Easy-PhotoPrint EX

2. Selecting the Paper and Layout

3. Selecting a Photo

4. Editing

5. Printing

Try This

➡ Correcting and Enhancing Photos
➡ Adding Photos
➡ Swapping Positions of Photos
➡ Replacing Photos
➡ Changing Position, Angle and Size of Photos
➡ Cropping Photos
➡ Printing Dates on Photos
➡ Adding Text to Photos
➡ Saving
➡ Opening Saved Files

Questions and Answers

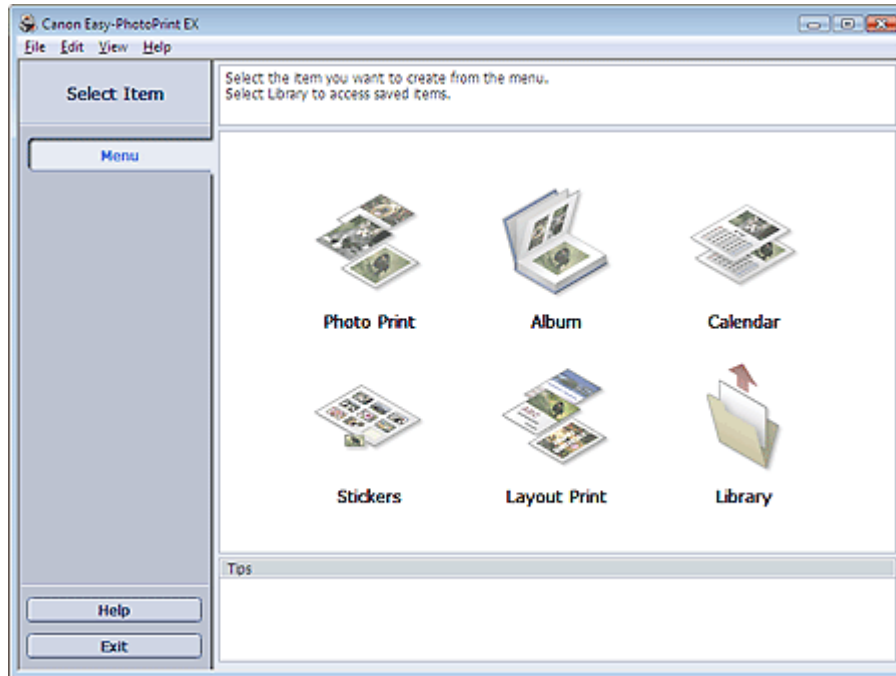➡ How Can I Move (or Copy) the Saved File?

Advanced Guide

Easy-PhotoPrint EX

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.

Advanced Guide

Easy-PhotoPrint EX

Selecting the Paper and Layout

1. Click Stickers from Menu.

   The Page Setup screen appears.
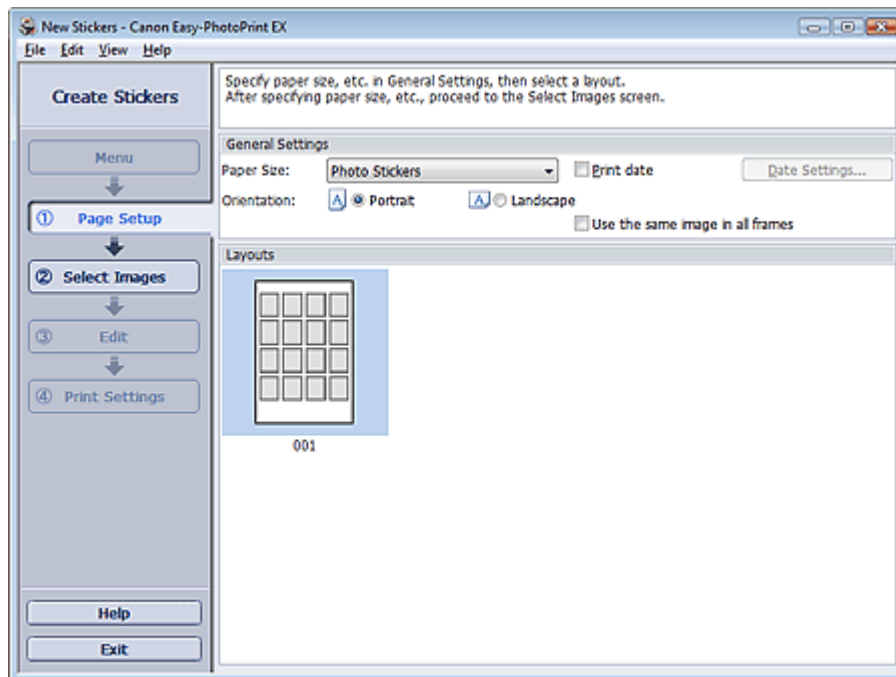
2. Set the following items in the General Settings section:

   Paper Size

   Orientation

   Print date

   Use the same image in all frames

   ### 📖 Note

   - Paper sizes other than Photo Stickers cannot be selected.
   - Select the Use the same image in all frames checkbox to use the same image in all the frames on the page.
   - You can customize the date (position, size, color, etc.) in the Date Settings dialog box. To display the Date Settings dialog box, select the Print date checkbox and click Date Settings....

📖 Note

- See Help for details on the Page Setup screen.

Page top

Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Printing Stickers > Selecting a Photo

## Selecting a Photo

1. Click Select Images.

    The Select Images screen appears.

2. Select the folder that contains the image you want to print from the folder tree area.

    The images in the folder will be displayed as thumbnails (miniatures).

3. Select the image(s) you want to print and click [icon] (Import to Inside Pages).

    The selected image(s) are displayed in the selected image area.

    You can also select the image(s) you want to print by dragging them into the selected image area.

    Note

    - To delete an image in the selected image area, select the image you want to delete and click

        [icon] (Delete Imported Image).

        To delete all images from the selected image area, click [icon] (Delete All Imported Images).

    Note

    - See Help for details on the Select Images screen.

Easy-PhotoPrint EX

Editing

1. **Click Edit.**

   The Edit screen appears.

2. **Edit the stickers if necessary.**

   ➡ Adding Photos

   ➡ Swapping Positions of Photos

   ➡ Replacing Photos

   ➡ Changing Position, Angle and Size of Photos

   ➡ Cropping Photos

   ➡ Printing Dates on Photos

   ➡ Adding Text to Photos

   🚩 **Important**

   - The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited stickers. It is recommended that you save the item if you want to edit it again.
     ➡ Saving

   📖 **Note**

   - See Help for details on the Edit screen.

Advanced Guide

Printing

1. **Click Print Settings.**

   The Print Settings screen appears.

2. **Set the following items according to the printer and paper to be used:**

   Printer

   Media Type

   Copies

   Paper Source

   Print Quality

   Borderless Printing

   ### Note

   - The media types may vary depending on the printer and the paper size.
   - The paper sources may vary depending on the printer and the media type.
   - You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
   - You can adjust the printing position in the Adjust Print Position dialog box. To display the Adjust Print Position dialog box, click Print Position....
   - You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. **Click Print.**

   ### Note

   - See Help for details on the Print Settings screen.

Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Printing Layout

Easy-PhotoPrint EX
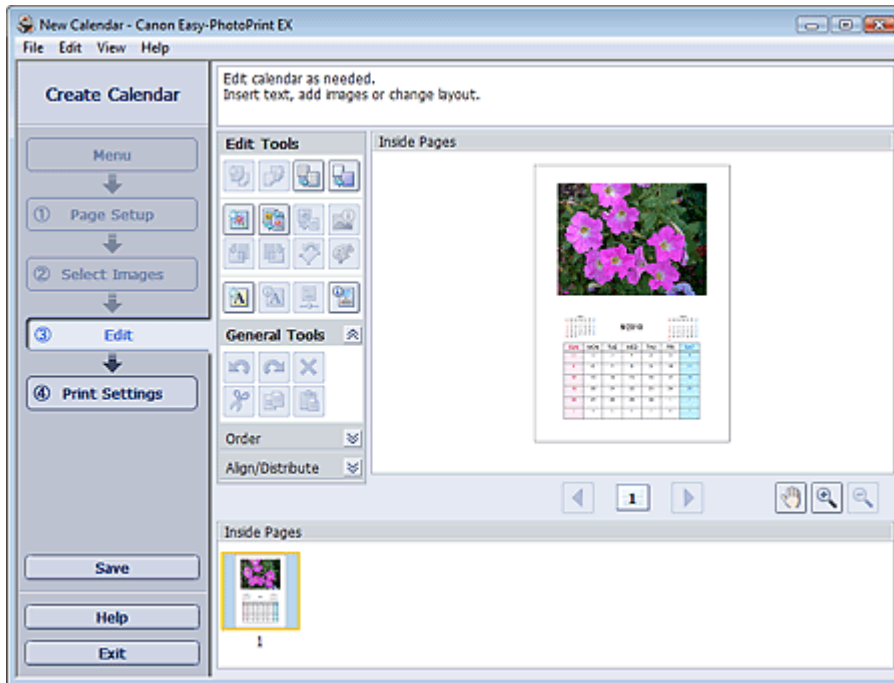
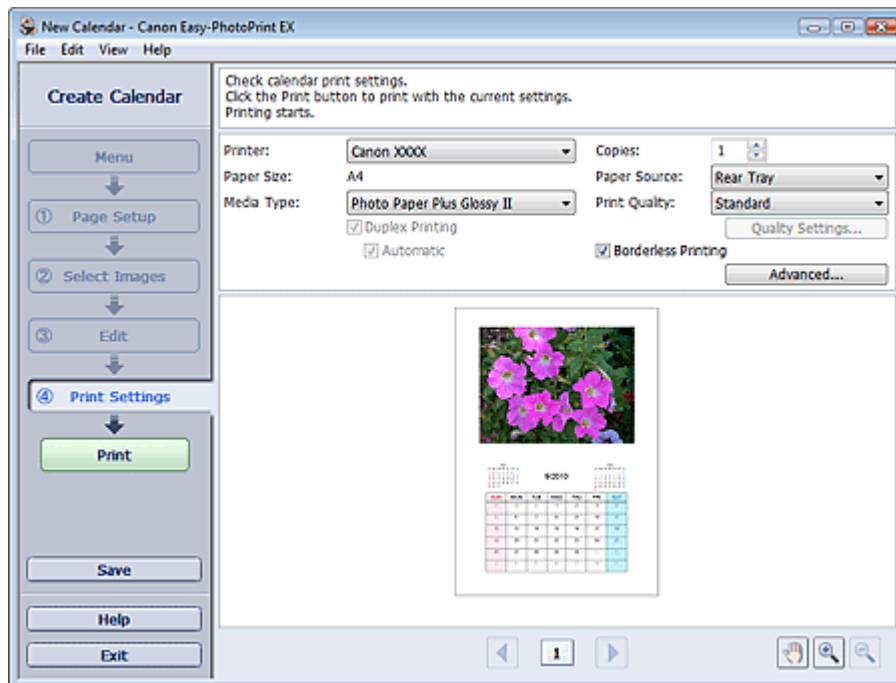# Printing Layout

You can add text to your favorite photos and print them in a variety of layouts.

Steps

1. Starting Easy-PhotoPrint EX

2. Selecting the Paper and Layout

3. Selecting a Photo

4. Editing

5. Printing

Try This

➡ Correcting and Enhancing Photos
➡ Changing Layout
➡ Adding Photos
➡ Swapping Positions of Photos
➡ Replacing Photos
➡ Changing Position, Angle and Size of Photos
➡ Cropping Photos
➡ Printing Dates on Photos
➡ Adding Text to Photos
➡ Saving
➡ Opening Saved Files

Questions and Answers

➡ How Can I Move (or Copy) the Saved File?

Advanced Guide

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.

Advanced Guide

Selecting the Paper and Layout

1. **Click Layout Print from Menu.**

   The Page Setup screen appears.
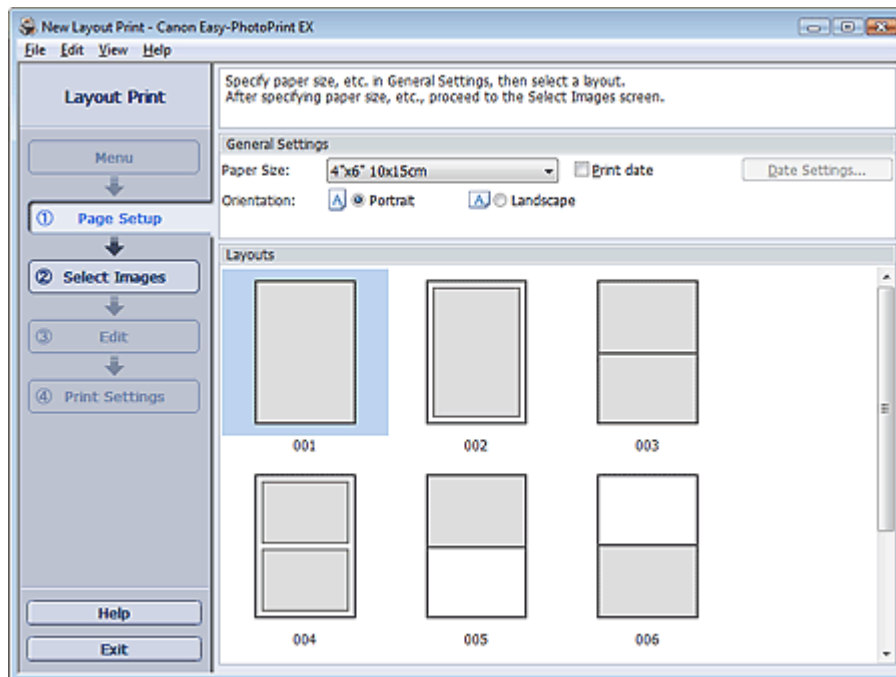
2. **Set the following items in the General Settings section:**

   Paper Size

   Orientation

   Print date

   Note
   - See Help on the paper size that can be selected.
   - You can customize the date (position, size, color, etc.) in the Date Settings dialog box. To display the Date Settings dialog box, select the Print date checkbox and click Date Settings....

3. **Select a layout from Layouts.**

   Note
   - The layouts may vary depending on the Orientation.

   Note
   - See Help for details on the Page Setup screen.

Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Printing Layout >
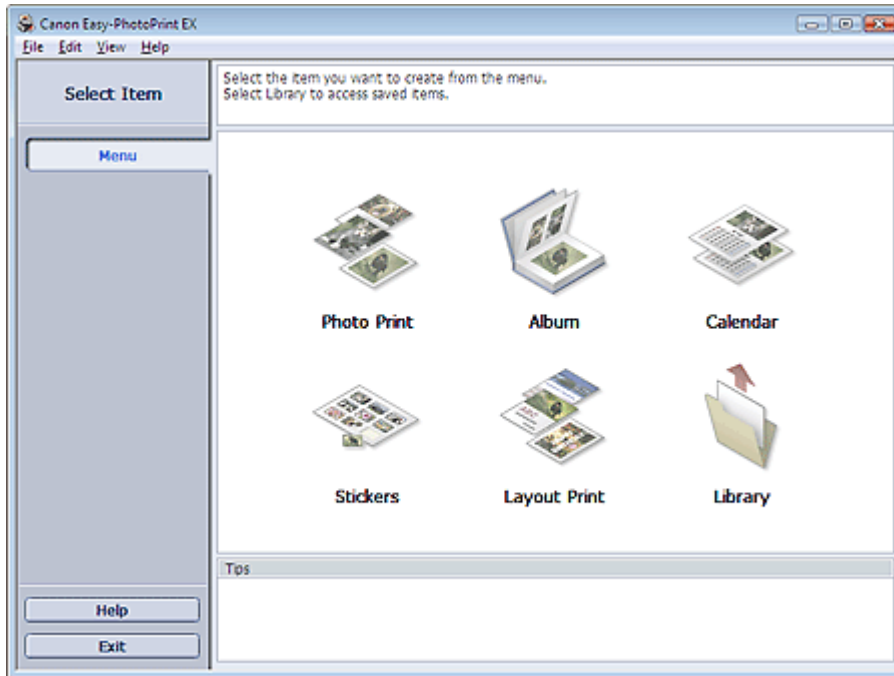Selecting a Photo

Selecting a Photo

1. **Click Select Images.**

   The Select Images screen appears.
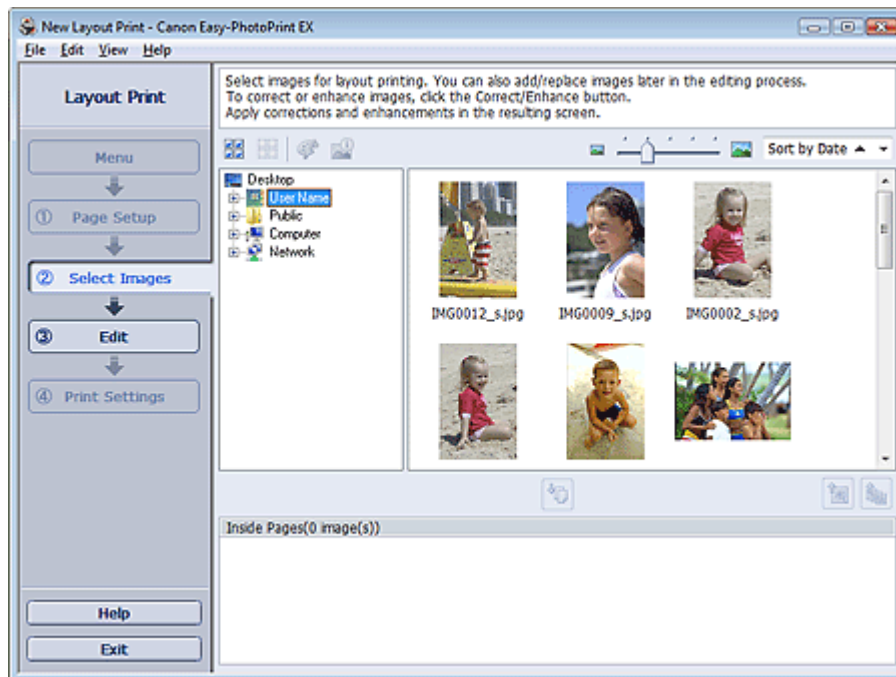
2. **Select the folder that contains the image you want to print from the folder tree area.**

   The images in the folder will be displayed as thumbnails (miniatures).

3. **Select the image(s) you want to print and click** **(Import to Inside Pages).**

   The selected image(s) are displayed in the selected image area.
   You can also select the image(s) you want to print by dragging them into the selected image area.

   Note

   - To delete an image in the selected image area, select the image you want to delete and click

      (Delete Imported Image).

     To delete all images from the selected image area, click (Delete All Imported Images).

Note

- See Help for details on the Select Images screen.

![Advanced Guide]

Editing

1. **Click Edit.**

   The Edit screen appears.

2. **Edit the layout if necessary.**

   ➡ Changing Layout
   ➡ Adding Photos
   ➡ Swapping Positions of Photos
   ➡ Replacing Photos
   ➡ Changing Position, Angle and Size of Photos
   ➡ Cropping Photos
   ➡ Printing Dates on Photos
   ➡ Adding Text to Photos

   🚩 **Important**

   ■ The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited layout.
   It is recommended that you save the item if you want to edit it again.
   ➡ Saving

   📖 **Note**

   ■ See Help for details on the Edit screen.

Advanced Guide

Printing

1. **Click Print Settings.**

   The Print Settings screen appears.

2. **Set the following items according to the printer and paper to be used:**

   Printer

   Media Type

   Copies

   Paper Source

   Print Quality

   Borderless Printing

   > **Note**
   >
   > - The media types may vary depending on the printer and the paper size.
   > - Duplex Printing appears if the selected printer and media type support duplex printing. Select this checkbox to print on both sides of the paper.
   > - Automatic appears if you select the Duplex Printing checkbox after selecting a printer that supports automatic duplex printing and media type that supports duplex printing. Select this checkbox to print on both sides of the paper automatically.
   > - The paper sources may vary depending on the printer and the media type.
   > - You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
   > - Select the Borderless Printing checkbox to print borderless photos.
   > - You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. **Click Print.**

Note

- See Help for details on the Print Settings screen.

Advanced Guide

Easy-PhotoPrint EX

Correcting and Enhancing Photos

You can correct and enhance images.

Click (Correct/Enhance Images) in the Select Images or Edit screen, or in the Layout/Print screen of Photo Print. You can make the following corrections and enhancements in the Correct/Enhance Images window.

Important

- For Photo Print, if you select Enable ICC Profile in the Advanced tab of the Preferences dialog box, you cannot correct/enhance images.

Note

- See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

Auto Photo Fix

This function will automatically analyze the captured scene and apply suitable corrections.

➡ Using the Auto Photo Fix Function

Red-Eye Correction Function

You can correct red eyes caused by a camera flash.

➡ Using the Red-Eye Correction Function

Face Brightener Function

You can brighten dark faces caused by bright background.

➡ Using the Face Brightener Function

Face Sharpener Function

You can sharpen out-of-focus faces in a photo.

➡ Using the Face Sharpener Function

Digital Face Smoothing Function

You can enhance skin beautifully by removing blemishes and wrinkles.

➡ Using the Digital Face Smoothing Function

Blemish Remover Function

You can remove moles.

➡ Using the Blemish Remover Function

Image Adjustment

You can adjust brightness and contrast or sharpen the entire image.

You can also blur the outline of the subjects or remove the base color.

➡ Adjusting Images

Advanced Guide

Easy-PhotoPrint EX

Using the Auto Photo Fix Function

This function will automatically analyze the captured scene and apply suitable corrections.

🚩 **Important**

- The Auto Photo Fix function is not available for Photo Print. Photo Print allows you to automatically apply suitable corrections to all photos when printing, by selecting Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box.

  To display the Preferences dialog box, click 🖼️ (Settings) in the Layout/Print screen or select Preferences... from the File menu.
- Once image is corrected with Auto Photo Fix and saved, it cannot be corrected again with Auto Photo Fix.
  Also, Auto Photo Fix may not be available for images edited using an application, digital camera, etc. manufactured by other companies.

1. Select photos in the Select Images screen, then click 🎨 (Correct/Enhance Images).

The Correct/Enhance Images window appears.

📖 **Note**

- You can also display the Correct/Enhance Images window by clicking 🎨 (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the thumbnail list in the Correct/Enhance Images window.

The image appears in Preview.

Note

- If only one image is selected, the thumbnail list does not appear below Preview.

3. Make sure that Auto is selected.

4. Click Auto Photo Fix, then click OK.

The entire photo is corrected automatically and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- Click (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
- Click Reset Selected Image to undo the correction operation.
- If you want to apply the correction to all the selected images at once, select the Apply to all images checkbox.
- Select the Prioritize Exif Info checkbox to apply corrections primarily based on the settings made at the time of shooting.
  Deselect this checkbox to apply corrections based on the image analysis results. It is recommended that you normally select this setting.

5. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for corrected images.

6. Click Exit.

Important

- The corrections will be lost if you exit before saving corrected images.

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Easy-PhotoPrint EX

Using the Red-Eye Correction Function

You can correct red eyes caused by a camera flash.

You can perform the Red-Eye Correction function either automatically or manually.

📖 **Note**

- Photo Print allows you to automatically correct red eyes when printing. To correct automatically, select Enable Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box and select the Enable Red-Eye Correction checkbox.

1. Select photos in the Select Images screen, then click 🖌 (Correct/Enhance Images).

The Correct/Enhance Images window appears.

📖 **Note**

- You can also display the Correct/Enhance Images window by clicking 🖌 (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the thumbnail list in the Correct/Enhance Images window.

The image appears in Preview.

📖 **Note**

- If only one image is selected, the thumbnail list does not appear below Preview.

Auto Correction

3. Make sure that Auto is selected.

4. Click Red-Eye Correction.

5. Click OK.

Red eyes are corrected and the (Correction/Enhancement) mark appears on the upper left of the image.

> **Important**
>
> - Areas other than the eyes may be corrected depending on the image.

> **Note**
>
> - Click (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
> - Click Reset Selected Image to undo the correction operation.
> - If you want to apply the correction to all the selected images at once, select the Apply to all images checkbox.

Manual Correction

3. Click Manual, then click Correct/Enhance.

4. Click Red-Eye Correction.

> **Note**
>
> - Effect levels can be changed using the slider below Red-Eye Correction.
> - Move the cursor over the image. The shape of the cursor changes to (Paintbrush).

5. Drag to select the red area you want to correct, then click OK that appears over the image.
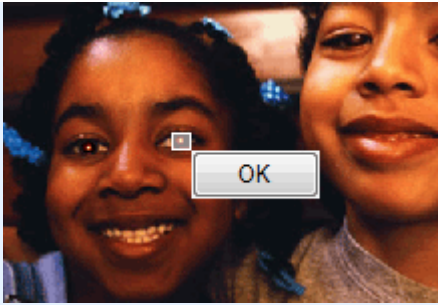
Red eye is corrected and the (Correction/Enhancement) mark appears on the upper left of the image.

> **Note**
>
> - Click (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
> - Click Undo to undo the preceding correction operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

> **Note**
>
> - To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
> - Only JPEG/Exif file format is available for corrected images.

7. Click Exit.

> **Important**
>
> - The corrections will be lost if you exit before saving corrected images.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Correcting and Enhancing Photos > Using the Face Brightener Function

Easy-PhotoPrint EX

Using the Face Brightener Function

You can brighten dark faces caused by bright background.

Note

- You can brighten dark photos caused by bright background automatically by selecting Auto Photo Fix.
  If the correction had not been made sufficiently, applying Face Brightener function is recommended.
  → Using the Auto Photo Fix Function

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

   The Correct/Enhance Images window appears.

   ## Note

   - You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
   - See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the thumbnail list in the Correct/Enhance Images window.

   The image appears in Preview.

   ## Note

   - If only one image is selected, the thumbnail list does not appear below Preview.

3. Click Manual, then click Correct/Enhance.

4. Click Face Brightener.

📖**Note**

- Effect levels can be changed using the slider below Face Brightener.
- Move the cursor over the image. The shape of the cursor changes to ➕ (Cross).

5. Drag to select the area you want to correct, then click OK that appears over the image.
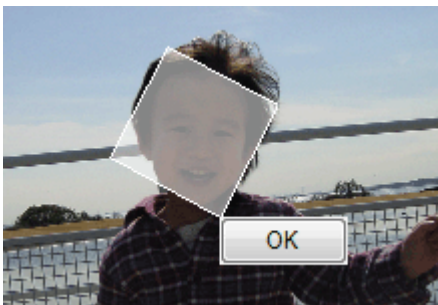
The entire image is corrected so that the selected area containing the face becomes brighter, and the 🌸 (Correction/Enhancement) mark appears on the upper left of the image.

📖**Note**

- You can also drag to rotate the selected area.
- Click ▢ (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
- Click Undo to undo the preceding correction operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

📖**Note**

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for corrected images.

7. Click Exit.

🚩**Important**

- The corrections will be lost if you exit before saving corrected images.

Easy-PhotoPrint EX

Using the Face Sharpener Function

You can sharpen out-of-focus faces in a photo.

You can perform the Face Sharpener function either automatically or manually.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

   The Correct/Enhance Images window appears.

Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the thumbnail list in the Correct/Enhance Images window.

   The image appears in Preview.

   Note

   - If only one image is selected, the thumbnail list does not appear below Preview.

Auto Correction

3. Make sure that Auto is selected.

4. Click Face Sharpener.

📖 **Note**

- Effect levels can be changed using the slider below Face Sharpener.

5. Click OK.

The face is sharpened and the 🎨 (Correction/Enhancement) mark appears on the upper left of the image.

📖 **Note**

- Click ▦ (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
- Click Reset Selected Image to undo the correction operation.
- If you want to apply the correction to all the selected images at once, select the Apply to all images checkbox.

Manual Correction

3. Click Manual, then click Correct/Enhance.

4. Click Face Sharpener.
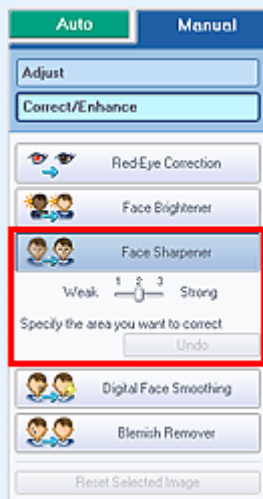
📖 **Note**

- Effect levels can be changed using the slider below Face Sharpener.

- Move the cursor over the image. The shape of the cursor changes to ✚ (Cross).

5. Drag to select the area you want to correct, then click OK that appears over the image.
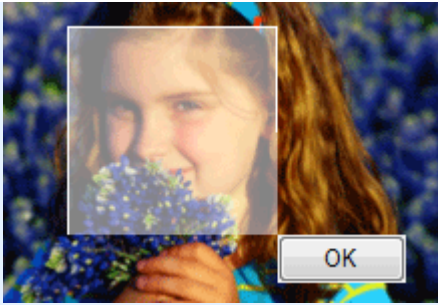
The facial area in and around the selected area is sharpened and the ![icon] (Correction/Enhancement) mark appears on the upper left of the image.

📖 Note

- You can also drag to rotate the selected area.
- Click ![icon] (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
- Click Undo to undo the preceding correction operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

📖 Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for corrected images.

7. Click Exit.

🚩 Important

- The corrections will be lost if you exit before saving corrected images.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Correcting and Enhancing Photos > Using the Digital Face Smoothing Function

Easy-PhotoPrint EX

Using the Digital Face Smoothing Function

You can enhance skin beautifully by removing blemishes and wrinkles.

You can perform the Digital Face Smoothing function either automatically or manually.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

    The Correct/Enhance Images window appears.

    📖 **Note**

    - You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
    - See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

2. Select the image you want to enhance from the thumbnail list in the Correct/Enhance Images window.

    The image appears in Preview.

    📖 **Note**

    - If only one image is selected, the thumbnail list does not appear below Preview.

    Auto Enhancement

3. Make sure that Auto is selected.

4. Click Digital Face Smoothing.

📖**Note**

- Effect levels can be changed using the slider below Digital Face Smoothing.

5. Click OK.

Skin is enhanced beautifully and the 🎨 (Correction/Enhancement) mark appears on the upper left of the image.

📖**Note**

- Click ▦ (Compare) to display the images before and after the enhancement side by side so that you can compare and check the result.
- Click Reset Selected Image to undo the enhancement operation.
- If you want to apply the enhancement to all the selected images at once, select the Apply to all images checkbox.

Manual Enhancement

3. Click Manual, then click Correct/Enhance.

4. Click Digital Face Smoothing.

📖**Note**

- Effect levels can be changed using the slider below Digital Face Smoothing.

- Move the cursor over the image. The shape of the cursor changes to ✚ (Cross).

5. Drag to select the area you want to enhance, then click OK that appears over the image.

Skin in and around the selected area is enhanced beautifully and the ![icon] (Correction/Enhancement) mark appears on the upper left of the image.

📖**Note**

- You can also drag to rotate the selected area.
- Click ![icon] (Compare) to display the images before and after the enhancement side by side so that you can compare and check the result.
- Click Undo to undo the preceding enhancement operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save enhanced images as new files.

📖**Note**

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for enhanced images.

7. Click Exit.

🚩**Important**

- The enhancements will be lost if you exit before saving enhanced images.

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Easy-PhotoPrint EX

Using the Blemish Remover Function

You can remove moles.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

   The Correct/Enhance Images window appears.

   📖 **Note**

   - You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
   - See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

2. Select the image you want to enhance from the thumbnail list in the Correct/ Enhance Images window.

   The image appears in Preview.

   📖 **Note**

   - If only one image is selected, the thumbnail list does not appear below Preview.

3. Click Manual, then click Correct/Enhance.

4. Click Blemish Remover.

Note

- Move the cursor over the image. The shape of the cursor changes to ✛ (Cross).

5. Drag to select the area you want to enhance, then click OK that appears over the image.
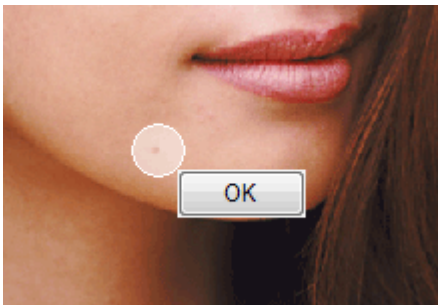
Moles in and around the selected area are removed and the 🖌 (Correction/Enhancement) mark appears on the upper left of the image.

Note

- Click ▭ (Compare) to display the images before and after the enhancement side by side so that you can compare and check the result.
- Click Undo to undo the preceding enhancement operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save enhanced images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for enhanced images.

7. Click Exit.

Important

- The enhancements will be lost if you exit before saving enhanced images.

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Correcting and Enhancing Photos > Adjusting Images

Easy-PhotoPrint EX

Adjusting Images

You can make fine adjustments to the overall brightness, contrast, etc. of images.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

The Correct/Enhance Images window appears.
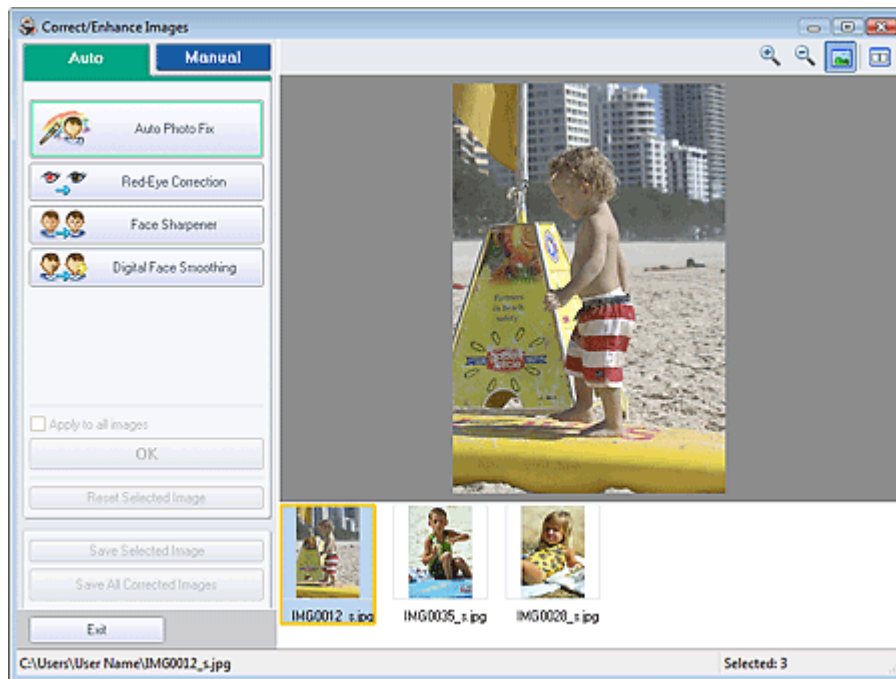
Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be adjusted.
- See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

2. Select the image you want to adjust from the thumbnail list in the Correct/Enhance Images window.

The image appears in Preview.

Note

- If only one image is selected, the thumbnail list does not appear below Preview.

3. Click Manual, then click Adjust.

4. Move the slider of the item you want to adjust and set the effect level.

The following adjustments are available:

Brightness

Contrast

Sharpness

Blur

Show-through Removal

Note

- Click (Compare) to display the images before and after the adjustment side by side so that you can compare and check the result.
- Click Defaults to reset all adjustments.

5. Click Save Selected Image or Save All Corrected Images.

You can save adjusted images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for adjusted images.

6. Click Exit.

Important

- The adjustments will be lost if you exit before saving adjusted images.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Correcting and Enhancing Photos > Correct/Enhance Images Window
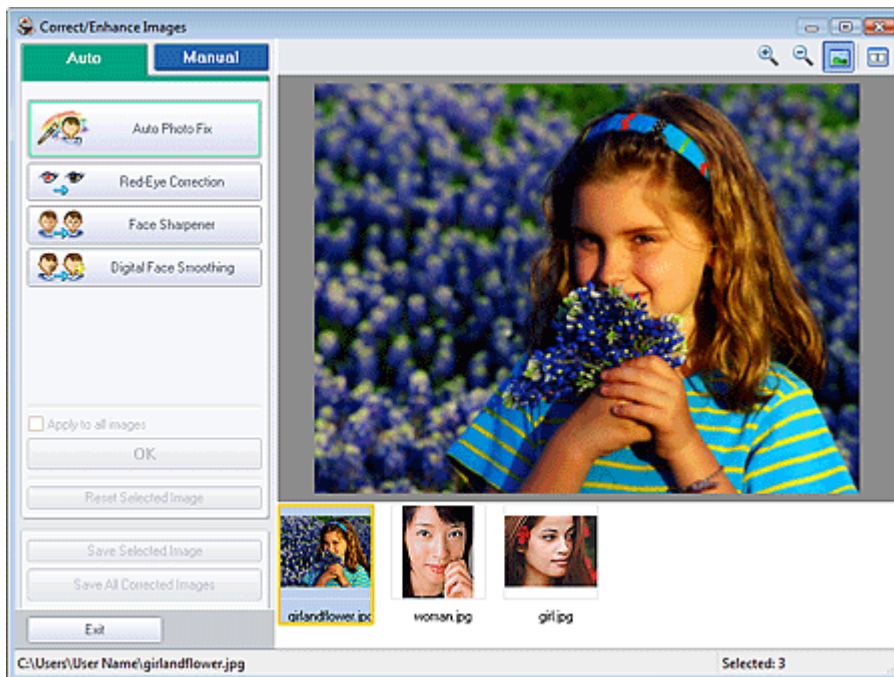
Easy-PhotoPrint EX

Correct/Enhance Images Window

You can correct/enhance images in this window.

To display the Correct/Enhance Images window, click (Correct/Enhance Images) in the Select Images or Edit screen, or in the Layout/Print screen of Photo Print.
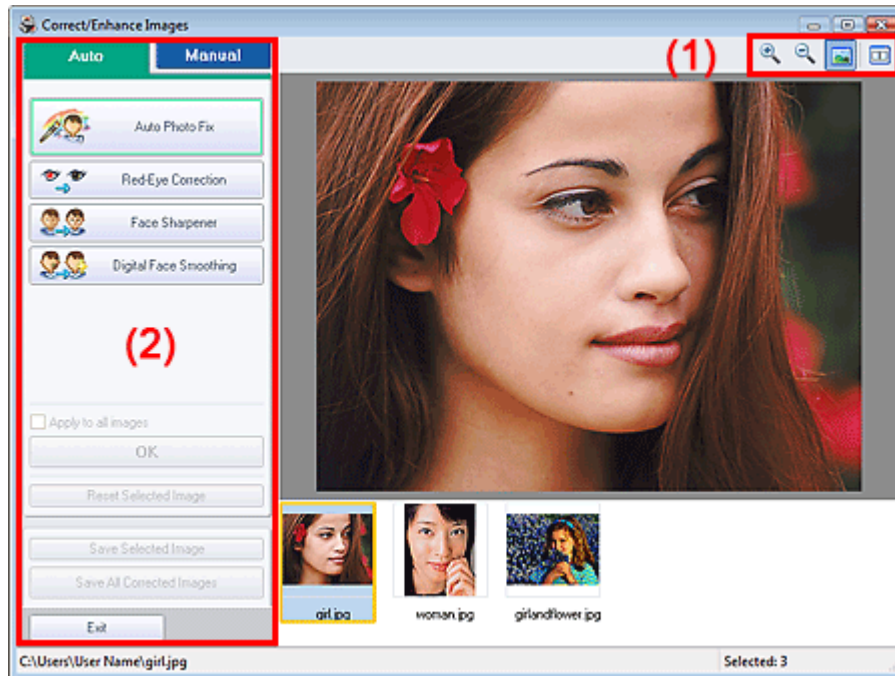
(1)Toolbar

Toolbar

 (Zoom In/Zoom Out)

Displays the enlarged or reduced preview of the image.

 (Full Screen)

Displays the entire image in Preview.

 (Compare)

Displays the Compare Images window. You can compare the images before and after the correction/ enhancement side by side.
The image before the correction/enhancement is displayed on the left, and the image after the correction/enhancement is displayed on the right.
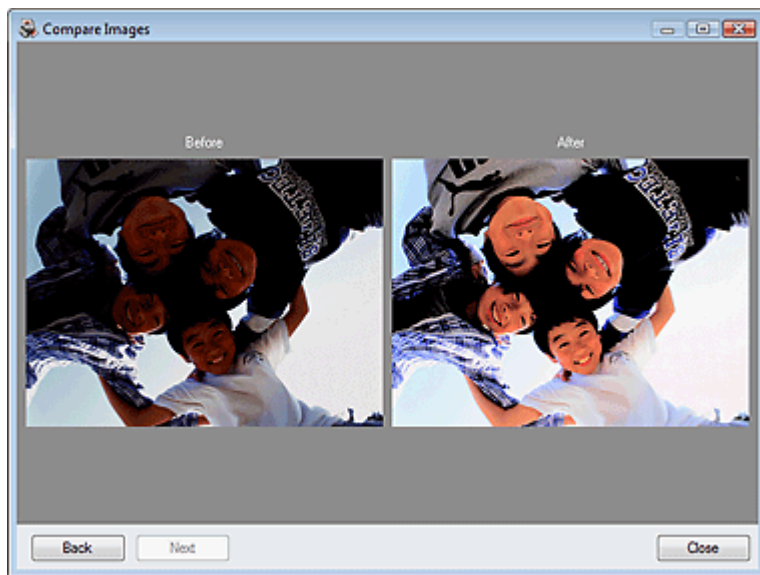
(2)Task Area

Available tasks and settings may vary between the Auto and Manual tabs.

Click Auto or Manual to display the corresponding tab.

Auto Tab

Use the functions in the Auto tab to apply corrections and enhancements to the entire image.
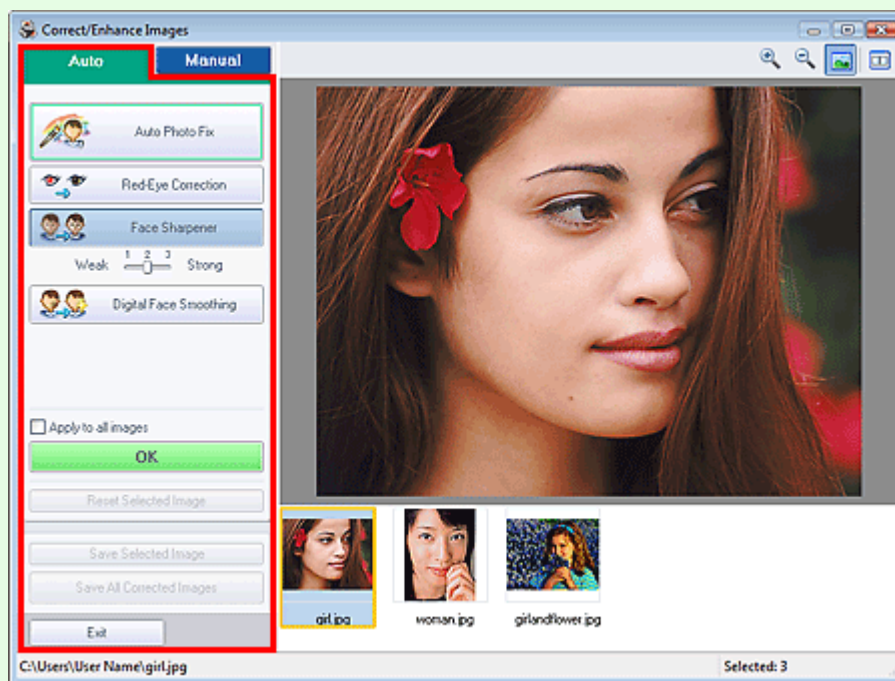
Auto Photo Fix

Applies automatic corrections suitable for photos.

> **Important**
>
> - The Auto Photo Fix function is not available for Photo Print. Photo Print allows you to automatically apply suitable corrections to all photos when printing. Select this option in Color correction for printing on the Advanced tab of the Preferences dialog box.
>
>   To display the Preferences dialog box, click ⬚ (Settings) in the Layout/Print screen or select Preferences... from the File menu.

Prioritize Exif Info

Select this checkbox to apply corrections primarily based on the settings made at the time of shooting.
Deselect this checkbox to apply corrections based on the image analysis results. It is recommended that you normally select this setting.

Note

- Exif is a standard format for embedding various shooting data in digital camera images (JPEG).
- For Photo Print, you can apply suitable corrections based on Exif information automatically by selecting Enable Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box and selecting the Prioritize Exif Info checkbox.

Red-Eye Correction

Corrects red eyes.

Note

- For Photo Print, you can also automatically correct red eyes by selecting Enable Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box and selecting the Enable Red-Eye Correction checkbox.

Face Sharpener

Sharpens out-of-focus faces.
You can adjust the effect level using the slider.

Digital Face Smoothing

Enhances skin beautifully by removing blemishes and wrinkles.
You can adjust the effect level using the slider.

Apply to all images

Automatically corrects/enhances all images displayed in the thumbnail list.

OK

Applies the selected effect to the selected image or all images.

Reset Selected Image

Cancels all corrections and enhancements applied to the selected image.

Save Selected Image

Saves the corrected/enhanced image (the selected one).

Save All Corrected Images

Saves all the corrected/enhanced images displayed in the thumbnail list.

Exit

Click to close the Correct/Enhance Images window.

Manual Tab

There are two menus on the Manual tab: Adjust and Correct/Enhance.

Use Adjust to adjust brightness and contrast, or to sharpen the entire image.

Use Correct/Enhance to correct/enhance specific areas.

Adjust

Brightness

Adjusts the overall image brightness.
Move the slider to the left to darken and right to brighten the image.

Contrast

Adjusts the contrast of the image. Adjust the contrast when the image is flat due to lack of contrast.
Move the slider to the left to decrease and right to increase the contrast of the image.

Sharpness

Emphasizes the outline of the subjects to sharpen the image. Adjust the sharpness when the photo is out of focus or text is blurred.
Move the slider to the right to sharpen the image.

Blur

Blurs the outline of the subjects to soften the image.
Move the slider to the right to soften the image.

Show-through Removal

Removes show-through of text from the reverse side or removes the base color. Adjust the show-through level to prevent text on the reverse side of thin document or the base color of the document from appearing on the image.
Move the slider to the right to increase the show-through removal effect.

Defaults

Resets each adjustment (brightness, contrast, sharpness, blur, and show-through removal).

Reset Selected Image

Cancels all corrections, enhancements and adjustments applied to the selected image.

Save Selected Image

Saves the corrected/enhanced/adjusted image (the selected one).

Save All Corrected Images

Saves all the corrected/enhanced/adjusted images displayed in the thumbnail list.

Exit

Click to close the Correct/Enhance Images window.

Correct/Enhance

Red-Eye Correction

Corrects red eyes in the selected area.
You can adjust the effect level using the slider.

📖 **Note**

- For Photo Print, red eyes are automatically corrected when printing by selecting Enable Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box and selecting the Enable Red-Eye Correction checkbox. To correct manually, deselect the checkbox.

Face Brightener

Corrects the entire image to brighten the facial area in and around the selected area.
You can adjust the effect level using the slider.

Face Sharpener

Corrects the entire image to sharpen the facial area in and around the selected area.
You can adjust the effect level using the slider.

Digital Face Smoothing

Enhances skin beautifully by removing blemishes and wrinkles in the selected area.
You can adjust the effect level using the slider.

Blemish Remover

Removes moles in the selected area.

OK

Applies the selected effect to the specified area.

Undo

Cancels the latest correction/enhancement.

Reset Selected Image

Cancels all corrections and enhancements applied to the selected image.

Save Selected Image

Saves the corrected/enhanced image (the selected one).

Save All Corrected Images

Saves all the corrected/enhanced images displayed in the thumbnail list.

Exit

Click to close the Correct/Enhance Images window.

Advanced Guide

Easy-PhotoPrint EX

Questions and Answers

How Can I Move (or Copy) the Saved File?

Which Side of the Displayed Image Does the Printing Start from?

How Do I Print with Even Margins?

What Is "C1" or "C4"?

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![Advanced Guide]

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Questions and Answers > How Can I Move (or Copy) the Saved File?

How Can I Move (or Copy) the Saved File?

If you want to move (or copy) a file created and saved with Easy-PhotoPrint EX from one folder to another, you need to move (or copy) the folder that was automatically created when originally saving that file as well.

For example, when you save a file named "MyAlbum.el1," a folder named "MyAlbum.el1.Data" is automatically created in the same folder that contains the "MyAlbum.el1" file. If you want to move (or copy) the "MyAlbum.el1" file to another folder, move (or copy) the "MyAlbum.el1.Data" folder as well. The "MyAlbum.el1.Data" folder contains the photos used in the album.

MyAlbum.el1 .Data   MyAlbum.el1
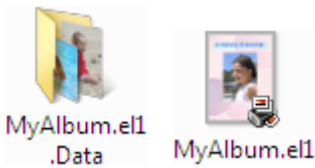
📖 **Note**

- The icons may vary depending on the items.

🚩 **Important**

- Do not change the Data folder name; otherwise you will not be able to display the photos you edited with Easy-PhotoPrint EX.

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Which Side of the Displayed Image Does the Printing Start from?

As shown below, printing starts from the left side of the image displayed in the Layout/Print screen.

Outputs the paper in the direction as the arrow indicates.

See your printer manual for details on how to load paper (to print on the front/back, etc.).

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Questions and Answers > How Do I Print with Even Margins?

Easy-PhotoPrint EX

How Do I Print with Even Margins?

When you print on a bordered layout, the margins on the left and right or the top and bottom may become wider than the other, depending on the image and printer.

To always print with even margins, select the Always crop images when selecting a layout with margins checkbox on the Advanced tab of the Preferences dialog box.

To display the Preferences dialog box, click (Settings) in the Layout/Print screen or select Preferences... from the File menu.

Crop the photo to apply even margins individually.

➡ Cropping Photos (Photo Print)

Note

- This setting is available for Photo Print only.

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Easy-PhotoPrint EX

What Is "C1" or "C4"?

When an album is printed, labels such as "C1" and "C4" are printed as page numbers.
The "C1" and "C4" represent the front cover and back cover, respectively.
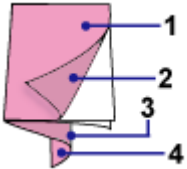
C1: Front cover

C2: Inside the front cover

C3: Inside the back cover

C4: Back cover

📖 **Note**

- "C2"/"C3" appears only when the Leave the inside of front cover blank/Leave the inside of back cover blank checkbox is selected in the Cover Options dialog box.

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Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Photo Print Settings

Easy-PhotoPrint EX

Photo Print Settings

➡ Printing Vivid Photos

➡ Reducing Photo Noise

➡ Cropping Photos (Photo Print)

➡ Printing Dates on Photos (Photo Print)

➡ Printing Multiple Photos on One Page

➡ Printing an Index

➡ Printing ID Photos (ID Photo Print)

➡ Printing Photo Information

➡ Saving Photos

➡ Opening Saved Files

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![Advanced Guide]

Printing Vivid Photos

Select the Vivid Photo checkbox in the Select Paper screen to boost the colors in a photo before printing.

![Important]

Important

- This function is available only with a printer that supports Vivid Photo.
- This function is not available when Enable ICC Profile is selected on the Advanced tab of the Preferences dialog box.

![Note]

Note

- Even if you select the Vivid Photo checkbox, this effect applies only to the print result. The original image or preview image will not be affected.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Photo Print Settings >
Reducing Photo Noise

Reducing Photo Noise

When a photo is taken in a dark location such as night scene using digital camera, noise may appear in the image.

Select the Photo Noise Reduction checkbox in the Select Paper screen to reduce noise in the image and make the printed photos more vivid.
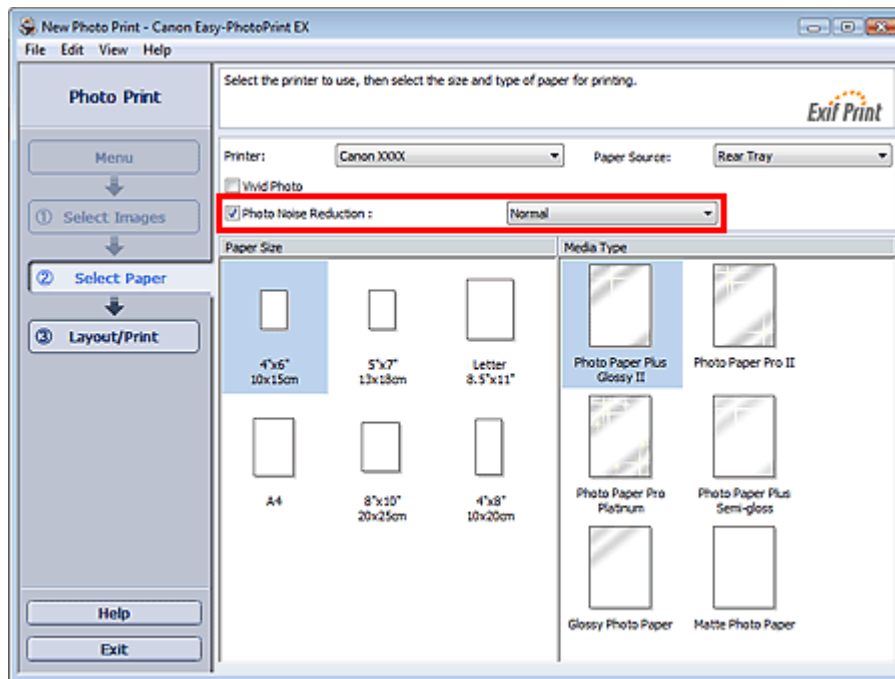
> **Important**
>
> - This function is not available when Enable ICC Profile is selected on the Advanced tab of the Preferences dialog box.

> **Note**
>
> - When the noise is severe, change Normal to Strong.
> - The noise reduction effect applies only to the print result. The original image or preview image will not be affected.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Photo Print Settings > Cropping Photos (Photo Print)

Cropping Photos (Photo Print)

Cropping a photo is the act of removing the unnecessary portions of the photo by selecting the necessary portions.

Click ⬚ (Crop Image) in the Layout/Print screen or double-click the preview image.
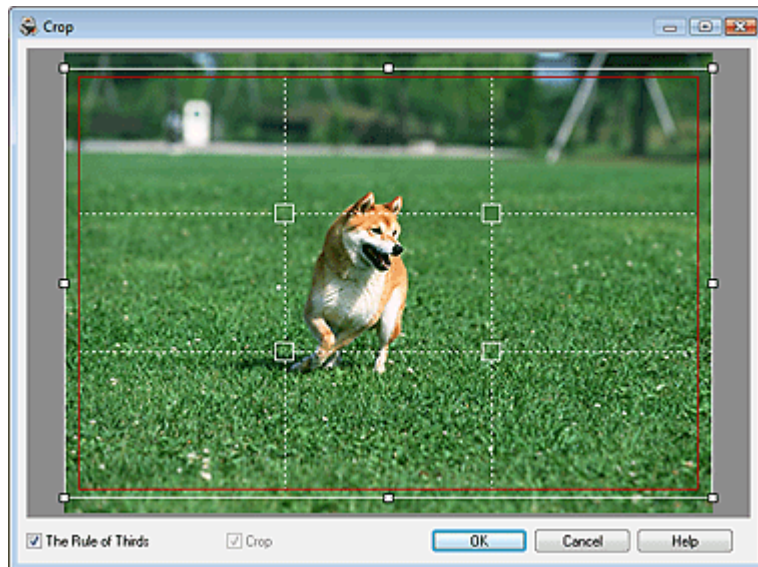
Move the white frame to the portion to print and click OK.

📖 **Note**

- To move the cropping area, place the cursor within the white frame and drag it. Drag the white lines to enlarge/reduce the cropping area.
- Select the The Rule of Thirds checkbox to display white broken lines. To create a balanced composition, drag any of the intersecting points (white squares) or white broken lines over the main subject of the photo.
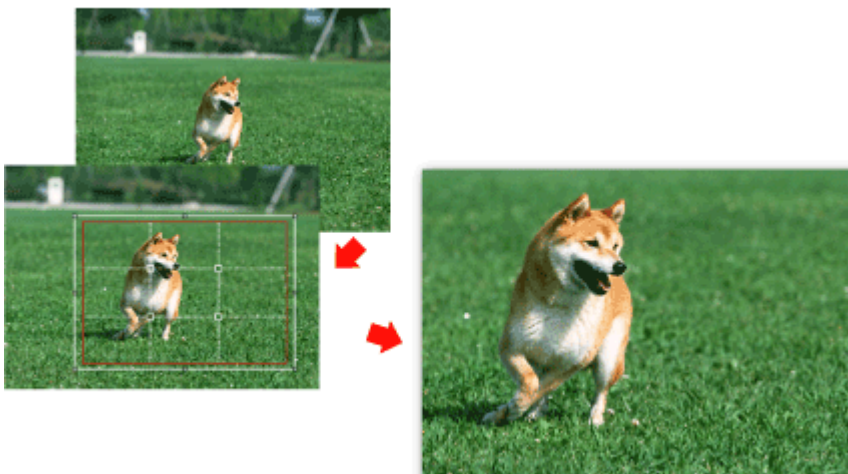
- The cropping effect applies only to the print result. The original image will not be cropped.
- See Help for details on the Crop window.

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Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Photo Print Settings > Printing Dates on Photos (Photo Print)

Printing Dates on Photos (Photo Print)

To print the date the photo was taken on the photo, click ▦ (Date Settings) in the Layout/Print screen, then select the Print date checkbox in the Date Settings dialog box.
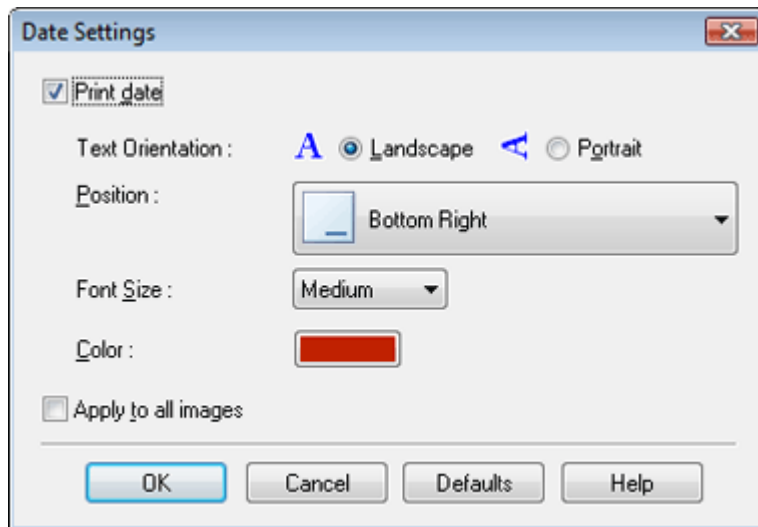
Note

- The date is displayed in the short date format (mm/dd/yyyy, etc.) specified in your operating system.
- See Help for details on setting dates.

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![Advanced Guide]

Printing Multiple Photos on One Page

You can print multiple photos on one page by selecting a multiple-photo layout in the Layout/Print screen.

📖 **Note**

- See the following section for details on how to select photos.
  ➡ Selecting a Photo
- The available number of photos and layout may vary depending on the media type.
- Photos are arranged in the following order.
  Example: Borderless (x4)

- You can change the printing order in Printing Order on the Print tab of the Preferences dialog box.
  You can select the printing order from By Date, By Name, and By Selection.

  To display the Preferences dialog box, click 🖳 (Settings) or select Preferences... from the File menu.

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Printing an Index

You can print an index of selected photos. An index print shows the thumbnails of the photos in one page. It is convenient for managing your photos.

To print an index, select Index from the layouts in the Layout/Print screen.
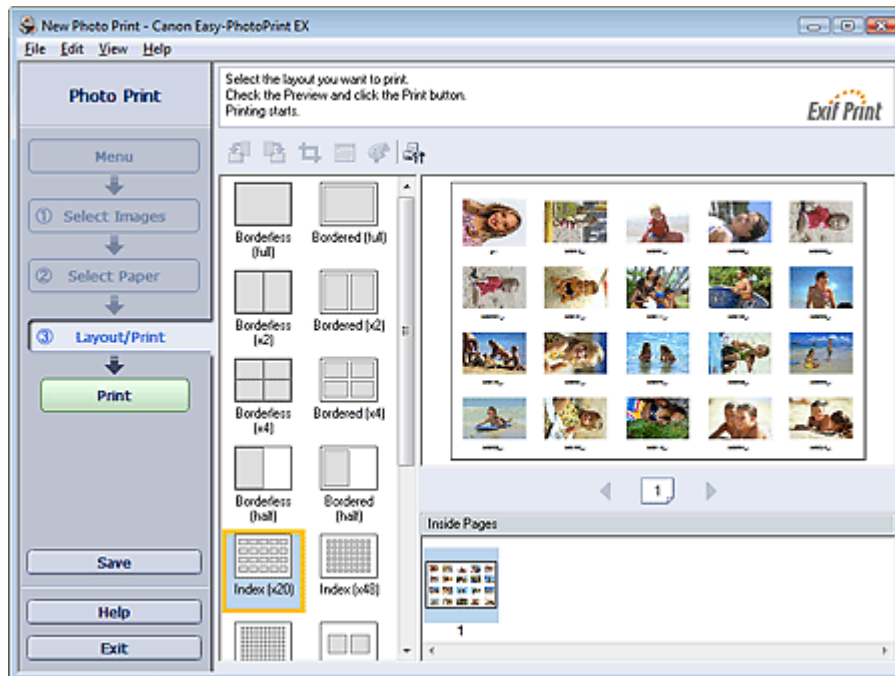
![Important] **Important**

- Index cannot be printed if you select any of the following paper sizes.
  - Credit Card
- You can print up to 80 images on one page.

![Note] **Note**

- See the following section for details on how to select photos.
  ➡ Selecting a Photo
- Photos are arranged in the following order.
  Example: Index (x20)

- You can change the printing order in Printing Order on the Print tab of the Preferences dialog box. You can select the printing order from By Date, By Name, and By Selection.

  To display the Preferences dialog box, click ![Settings] (Settings) or select Preferences... from the File menu.

Printing ID Photos (ID Photo Print)

You can print a variety of ID photos.

![Important]

- The photo may not qualify as an official ID photo depending on its use.
  For details, contact the party to whom you will be submitting the photo.

To print ID photos, select 4"x6" 10x15cm for Paper Size in the Select Paper screen, and select a layout of the ID photo from the layouts in the Layout/Print screen.
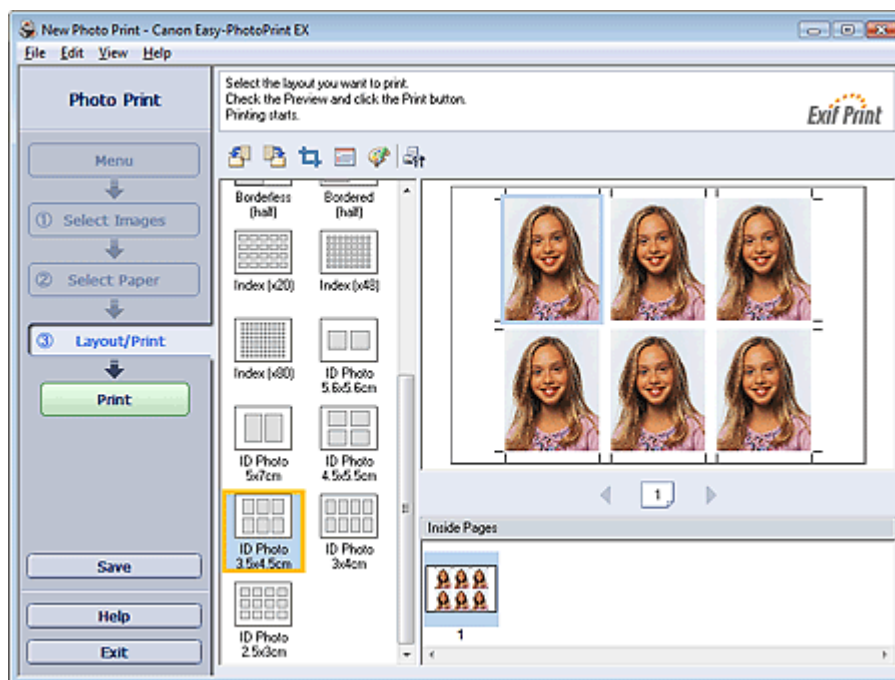
![Note]

- The number of frames per page varies depending on the size of the ID photo to create. Check the number of frames in the layouts displayed in the Layout/Print screen, then specify the number of copies in the Select Images screen.
  You can select two or more images and print different types of ID photos on one page.
- See the following section for details on how to select photos.
  ➡ Selecting a Photo
- Photos are arranged in the following order.
  Example: ID Photo 3.5x4.5cm

- You can change the printing order in Printing Order on the Print tab of the Preferences dialog box.
  You can select the printing order from By Date, By Name, and By Selection.

To display the Preferences dialog box, click (Settings) or select Preferences... from the File menu.

- ID photos can only be printed on 4"x6" 10x15cm paper.

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Printing Photo Information

You can print the photo and the Exif information side by side.

To print them, select Letter 8.5"x11" or A4 for Paper Size in the Select Paper screen, and select Captured Info from the layouts in the Layout/Print screen.
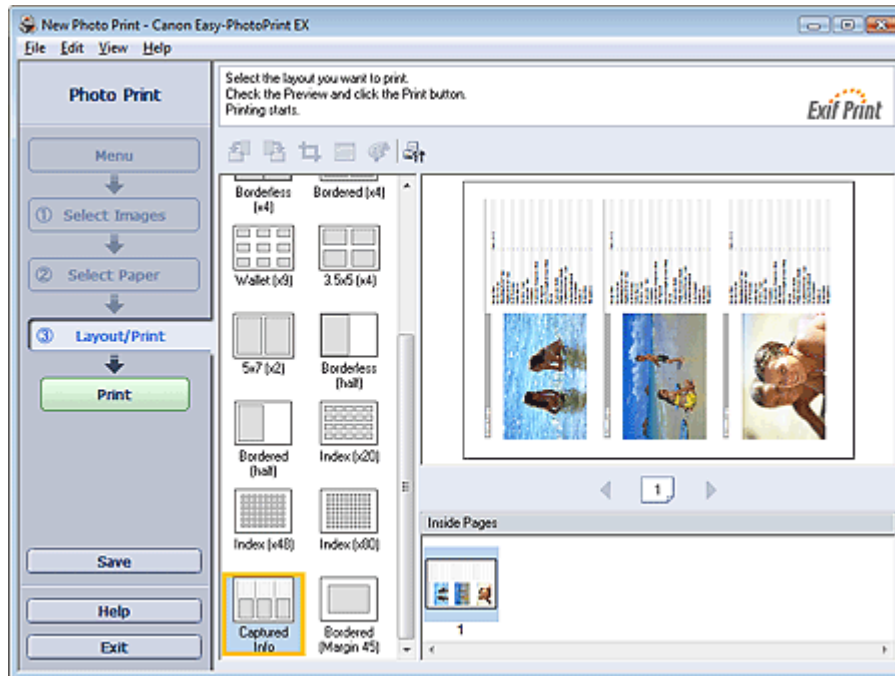
Note

- See the following section for details on how to select photos.
  - Selecting a Photo
- This function is available only on paper sizes Letter 8.5"x11" and A4.

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Advanced Guide

Saving Photos

You can save edited photos. The information of cropping and layout can be saved.

Click Save in the Layout/Print screen.
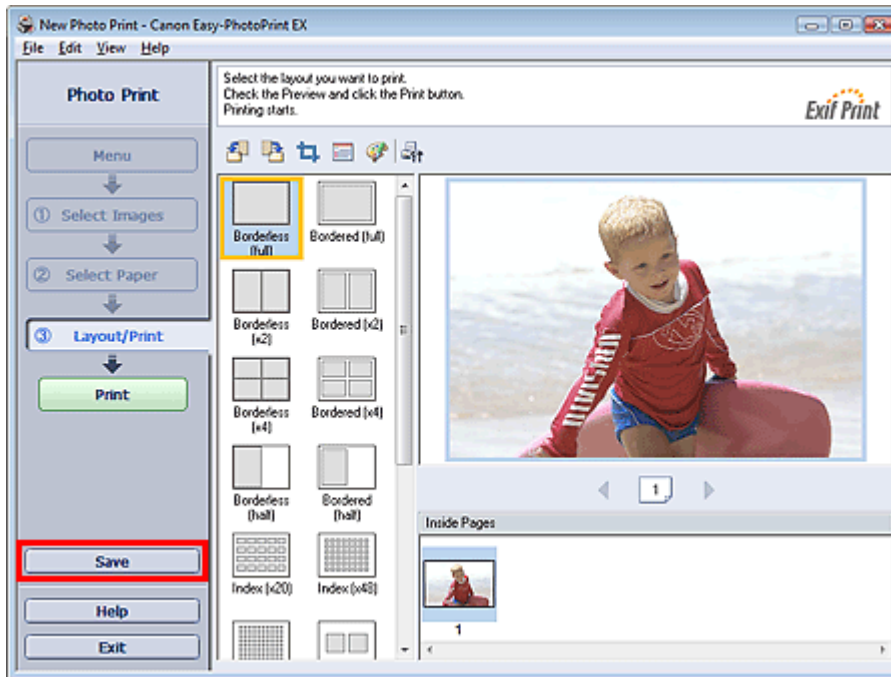
When the Save As dialog box appears, specify the save location and file name, then click Save.

Important

- If you edit a saved file and save it again, the file will be overwritten.
  To save a file again with a new name or to a different location, select Save As... from the File menu and save.

Note

- Save will not be displayed in the Select Images or Select Paper screen.

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Easy-PhotoPrint EX

Opening Saved Files

You can open files created with Easy-PhotoPrint EX.

1. Click Library from Menu.
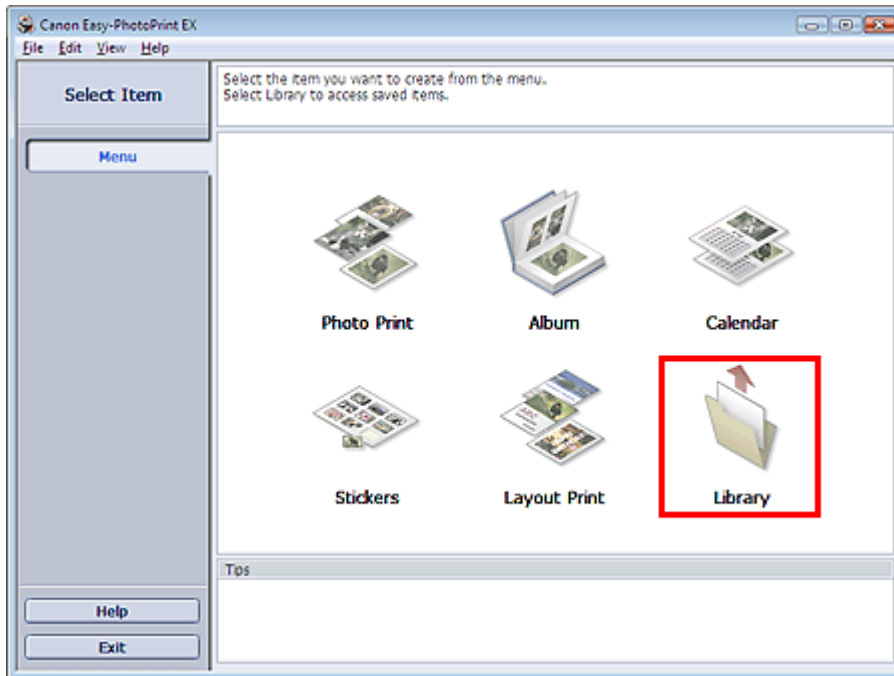
The Open dialog box appears.
You can check files created and saved with Easy-PhotoPrint EX by icon view (only for Windows 7/ Windows Vista) or thumbnail view.

> **Important**
>
> - When using 64bit Edition of Windows 7, Windows Vista, or Windows XP, the contents of files cannot be displayed on Explorer.

2. Select the file you want to open and click Open.

The Layout/Print screen appears.

> **Note**
>
> - Easy-PhotoPrint EX supports the following file format (extension).
>   - Easy-PhotoPrint EX Photo Print file (.el6)

3. Edit the file if necessary.

> **Note**
>
> - You can open files created with Easy-PhotoPrint EX with the following methods, besides from Library in Menu.
>   - Double-click or click the file.
>   - From the File menu, click Open..., then select the file you want to edit.

- You can also open a recently used file by clicking the file name shown in the File menu.

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Advanced Guide

Easy-PhotoPrint EX

Other Settings

➡ Changing Layout

➡ Changing Background

➡ Adding Photos

➡ Swapping Positions of Photos

➡ Replacing Photos

➡ Changing Position, Angle and Size of Photos

➡ Cropping Photos

➡ Framing Photos

➡ Printing Dates on Photos

➡ Attaching Comments to Photos

➡ Adding Text to Photos

➡ Saving

➡ Setting Holidays

➡ Setting Calendar Display

➡ Opening Saved Files

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings > Changing Layout

Changing Layout

You can change the layout of each page separately.

Select the page you want to change the layout of in the Edit screen, then click [icon] (Change Layout).
Select the layout you want to use in the Change Layout dialog box and click OK.

Album
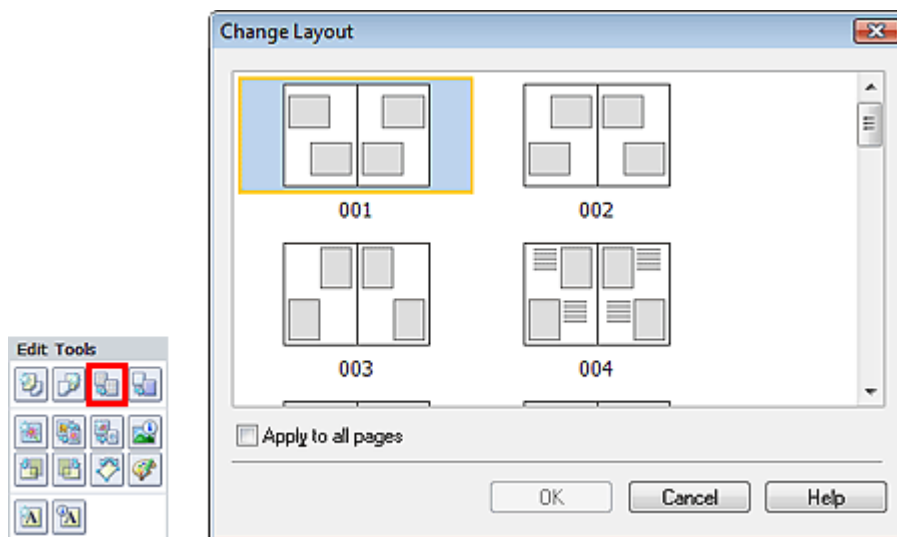
![Important icon] **Important**

- If the new layout has a different number of frames per page from the current layout, the following will happen:

If the number of layout frames is increased	: Images will move from the subsequent pages to fill all the frames in the new layout.
If the number of layout frames is decreased	: Pages with the new layout will be added until all the images on the pages with the current layout can be fitted.

- If you change the current layout for the front or back cover to one that has fewer layout frames, any image that does not fit in the new layout will be deleted, starting with the last image that was added to the former layout page.

![Note icon] **Note**

- The layouts that can be selected may vary depending on the Paper Size, Orientation, or the type of page selected (front cover, inside pages or back cover).
- Select the Apply to all pages checkbox to change the layouts of all pages to the one you newly selected.

Calendar
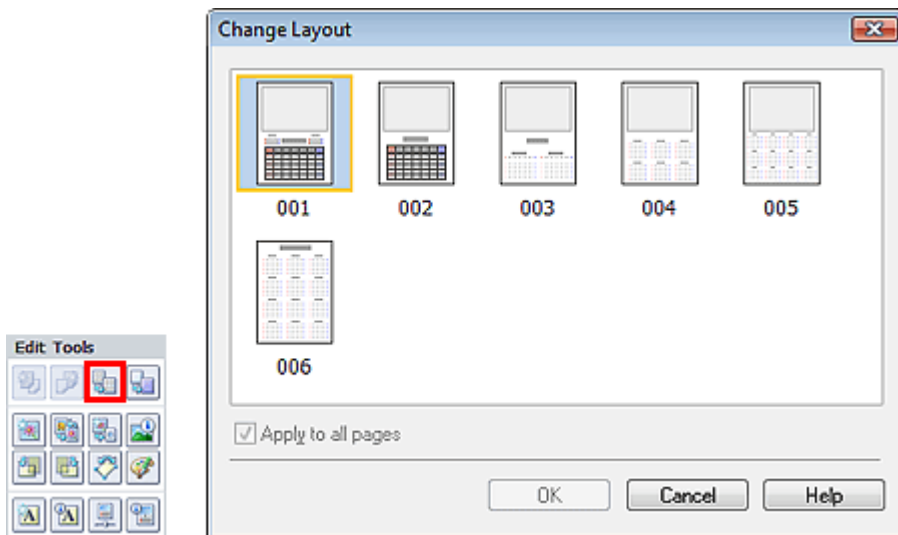
Important

- The layouts of all pages are changed to the selected layout.
- All images that do not fit in the new layout will be collected on the last page.

Note

- The layouts that can be selected may vary depending on the Paper Size and Orientation.

Layout Print
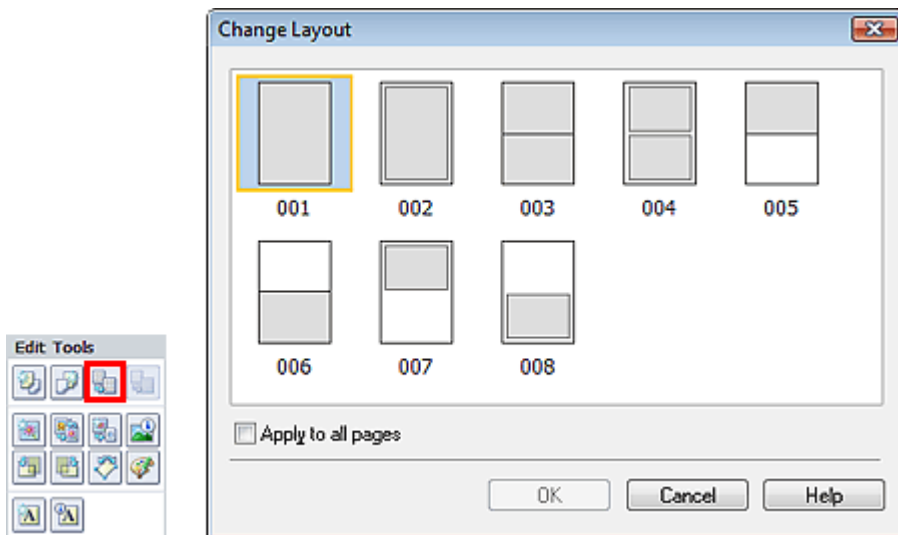
Important

- If the new layout has a different number of frames per page from the current layout, the following will happen:

If the number of layout frames is increased	: Images will move from the subsequent pages to fill all the frames in the new layout.
If the number of layout frames is decreased	: Pages with the new layout will be added until all the images on the pages with the current layout can be fitted.

Note

- The layouts that can be selected may vary depending on the Paper Size and Orientation.
- Select the Apply to all pages checkbox to change the layouts of all pages to the one you newly selected.

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![Advanced Guide]

Changing Background

You can change the background of each page.

> ![Important] **Important**
>
> - You cannot change the background of the Photo Print, Stickers, and Layout Print.

Click Background... in the Page Setup screen or select the page you want to change the background of in

the Edit screen, then click ![icon] (Change Background).

> ![Note] **Note**
>
> - The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.
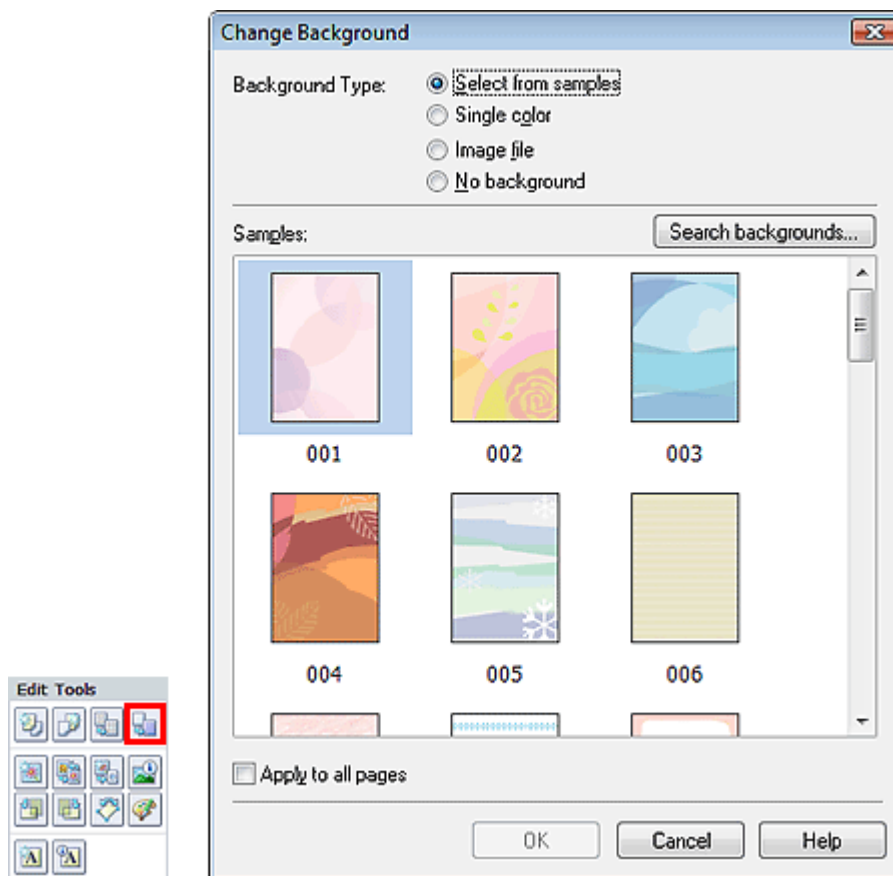
Select the type of background you want to use in the Change Background dialog box.

When Select from samples Is Selected

Select the image you want to use from Samples and click OK.

> ![Note] **Note**
>
> - Select from samples will be displayed only if Album has been selected.
> - Various backgrounds are available on our website besides those saved in the application.

Click Search backgrounds... to access the Canon website from which you can download additional materials for free.

- Internet connection is required to access the website. Internet connection fees apply.
- This function may not be available in some regions.
- Exit Easy-PhotoPrint EX before installing backgrounds.

When Single color Is Selected

Select the color you want to use from Standard color or Custom color and click OK.
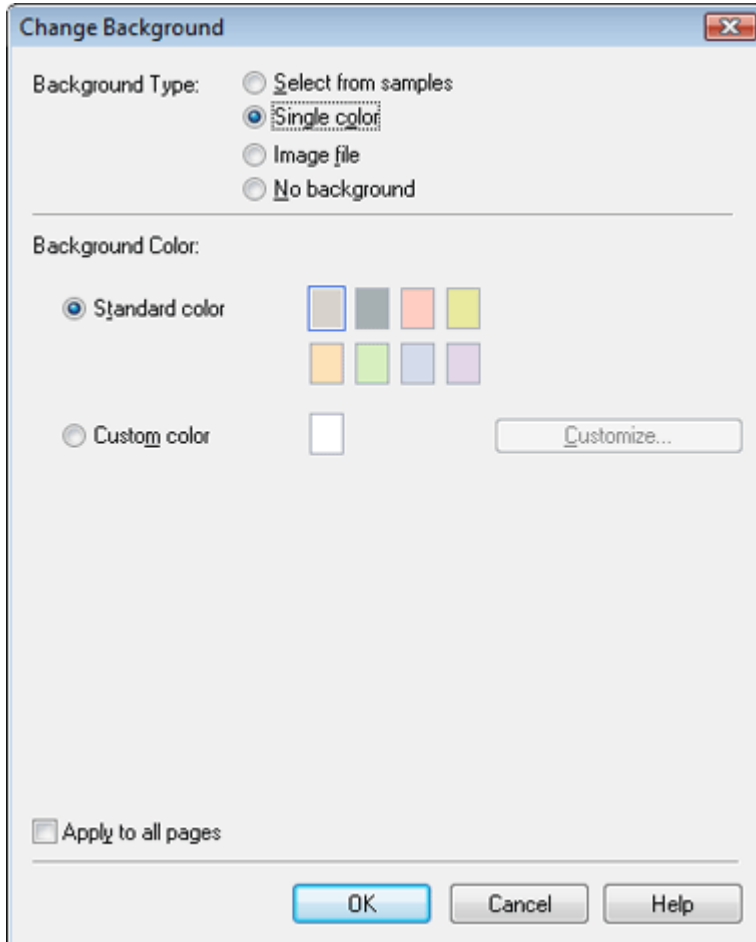
When Image file Is Selected

Set Image File Path and Image Layout, then click OK.
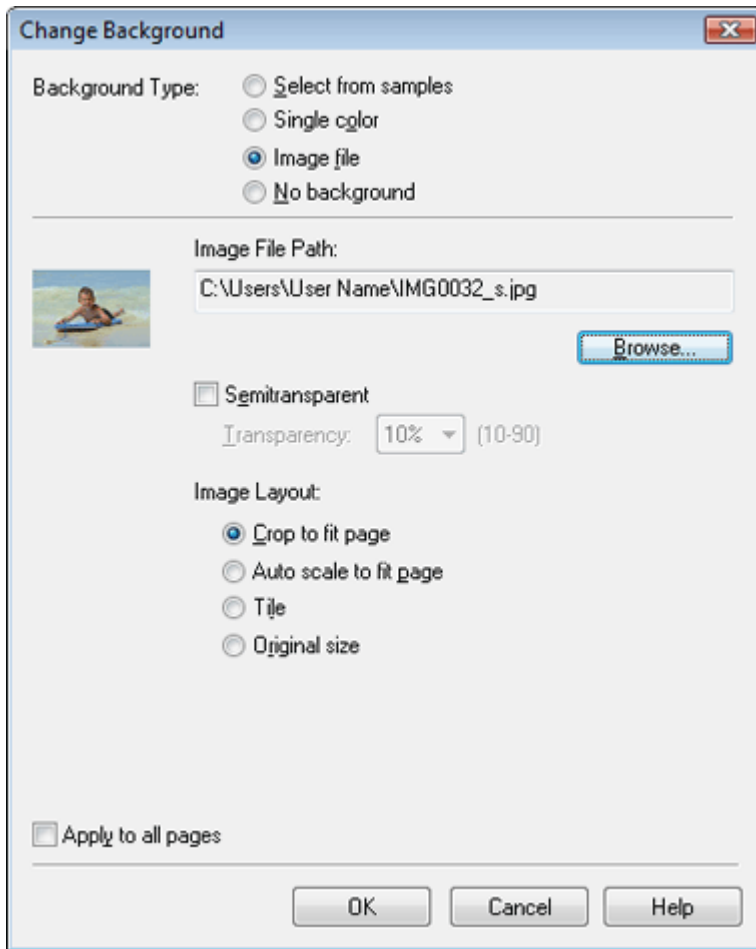
Note

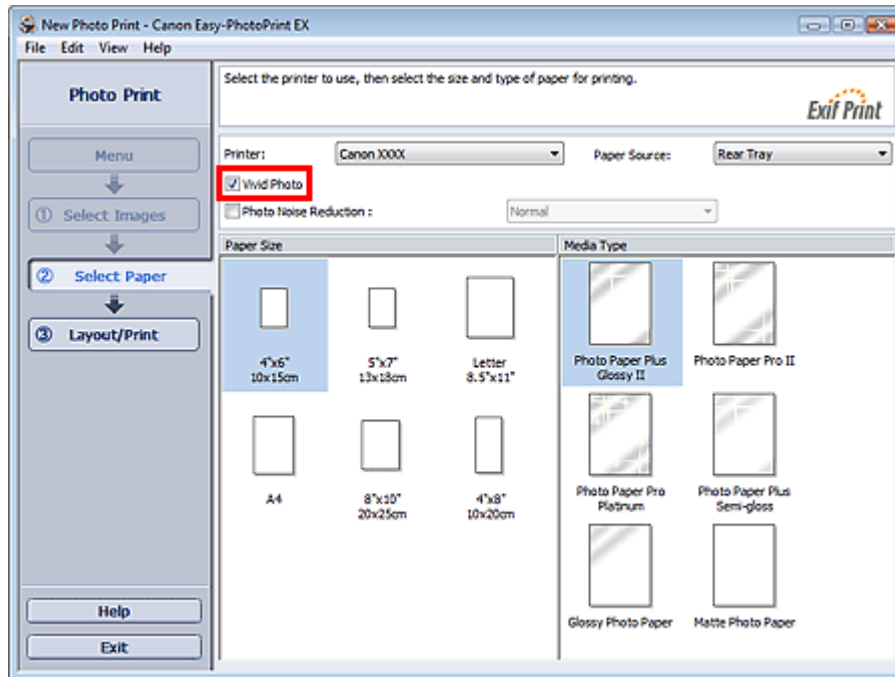- See Help for details on how to set the background in the Change Background dialog box.

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Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings > Adding Photos

Easy-PhotoPrint EX

Adding Photos

You can add images to pages.

Select the page you want to add photos in the Edit screen, then click [icon] (Add Image).

📖 **Note**

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.
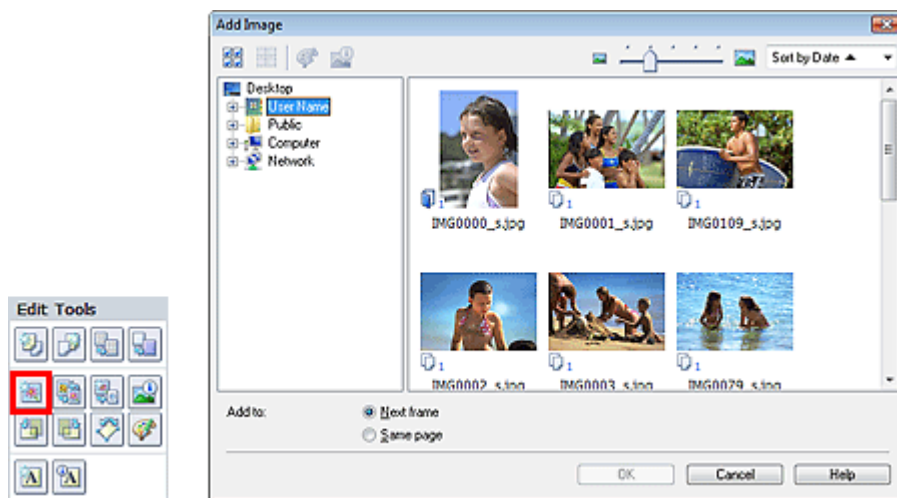
Select the folder containing the image you want to add from the folder tree area on the left of the Add Image dialog box, and select the image you want to add from the thumbnail window on the right.

📖 **Note**

- Click an image to select it (background turns blue) or deselect it (background turns white). You can also select multiple images.

Select an option for Add to and click OK.

🚩 **Important**

- You can add up to 20 images at one time to a single page.
- Up to 99 of the same images can be added to all pages combined.
- You cannot add two or more of the same image at one time. Add it one at a time.
- When the number of pages increases due to added images, you cannot add images beyond page 400.

📖 **Note**

- In the Add Image dialog box, you can select all images at one time or change the display size and order of the thumbnails. See Help for details.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings > Swapping Positions of Photos

Swapping Positions of Photos

You can swap the positions of images.

Click [icon] (Swap Image Positions) in the Edit screen.

Note

■ The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.

Select the target and source images you want to swap, then click Swap.

When you finish swapping all images you want to swap, click Back to Edit.

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings > Replacing Photos

Replacing Photos

You can replace an image with another image.

Select the image you want to replace in the Edit screen, then click [icon] (Replace Selected Image).
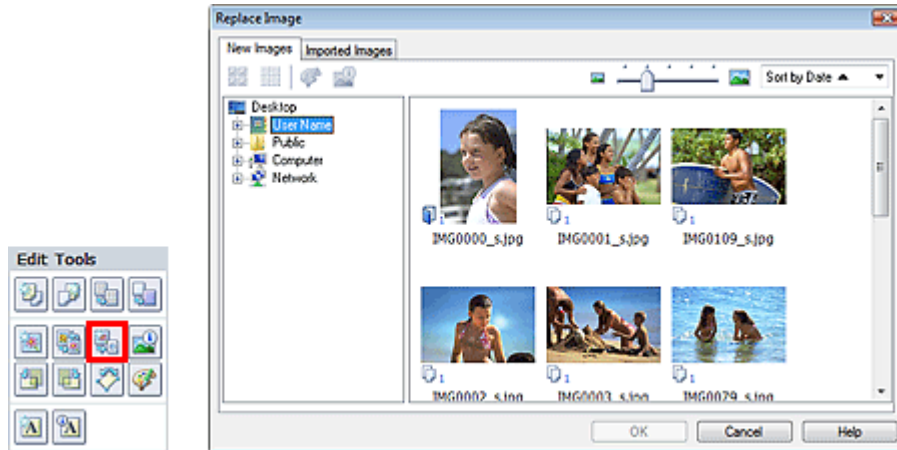
Select the folder containing the image you want to replace with from the folder tree area on the left of the Replace Image dialog box. Select the image you want to replace with from the thumbnail window on the right of the screen and click OK.

If you want to select from the images already imported, click the Imported Images tab and select the image you want to replace with from the thumbnail window and click OK.

🚩 **Important**

- You cannot select multiple images in the Replace Image dialog box.

📖 **Note**

- If you select multiple images in the Edit screen and use the replacement function, all the images selected in the Edit screen will be replaced with the image selected in the Replace Image dialog box.
- When images are replaced, the following settings of the old image are inherited to the new image.
  - Position
  - Size
  - Frame
  - Position and size of the date
  The cropping information and image orientation are not inherited.
- In the Replace Image dialog box, you can change the display size and order of the thumbnails. See Help for details.

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings > Changing Position, Angle and Size of Photos

Changing Position, Angle and Size of Photos

You can adjust the position, angle and size of images.

Select the image of which you want to change the position or size in the Edit screen and click [ ] (Edit Image) or double-click the image.
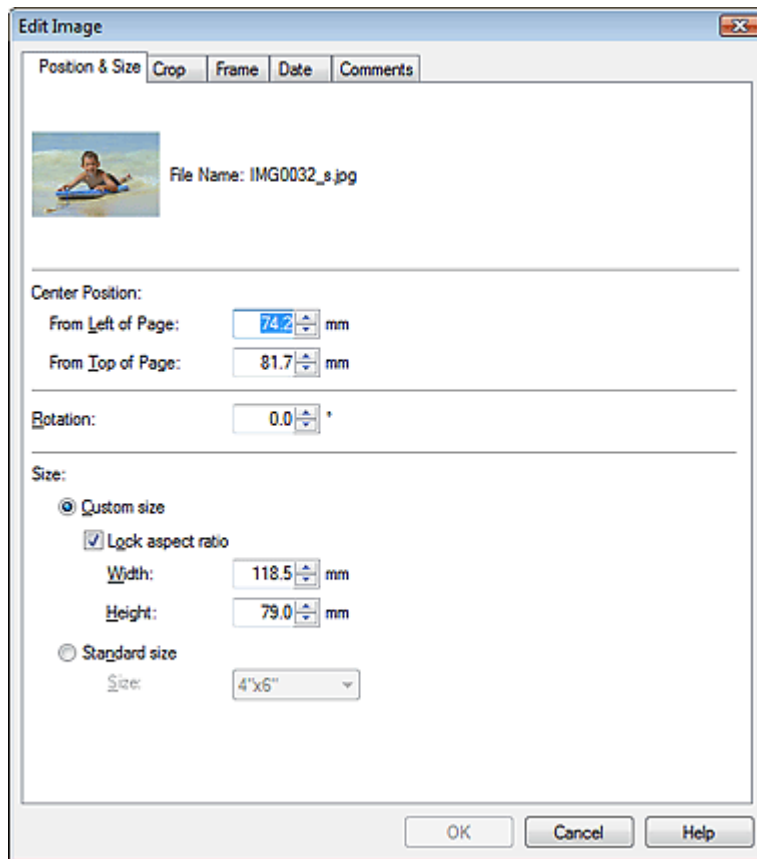
Set the Center Position, Rotation and Size, then click OK.

📖 Note

- You can also change the position and size of an image by dragging it in the Edit screen.

- Select an image in the Edit screen, then click [ ] (Free Rotate) and drag a corner of the image to rotate it.
- See Help for details on the position and size of images.

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Cropping Photos

Cropping an image is the act of removing the unnecessary portions of the image by selecting the necessary portions.

Select the image you want to crop in the Edit screen and click (Edit Image) or double-click the image.

Click the Crop tab in the Edit Image dialog box.

Drag the white squares on the image to change the area to be cropped and click OK.

📖 **Note**

■ See Help for details on cropping.

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Easy-PhotoPrint EX

Framing Photos

You can add frames to images.

![Important] **Important**

- You cannot add frames to images in Photo Print, Stickers, and Layout Print.

Select the image you want to frame in the Edit screen and click ![icon] (Edit Image) or double-click the image.
Click the Frame tab in the Edit Image dialog box.

![Note] **Note**

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.
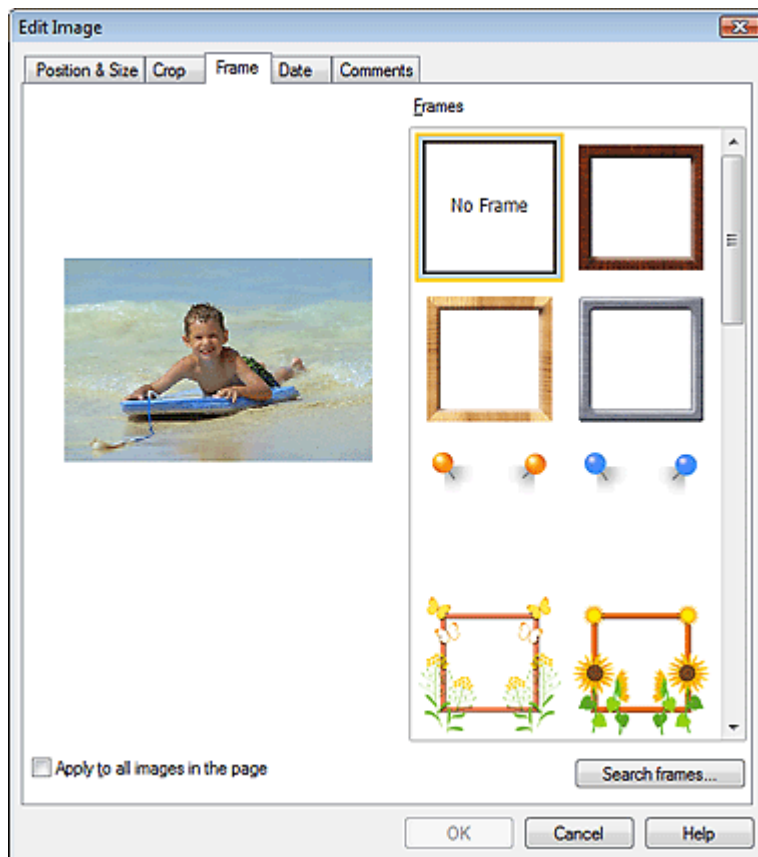
Select the frame you want to use from Frames and click OK.

![Important] **Important**

- You cannot print dates on framed photos.

![Note] **Note**

- Select the Apply to all images in the page checkbox to add the same frame to all the images on a

selected page at one time.
- Various frames are available on our website besides those saved in the application.
  Click Search frames... to access the Canon website from which you can download additional materials for free.
    - Internet connection is required to access the website. Internet connection fees apply.
    - This function may not be available in some regions.
    - Exit Easy-PhotoPrint EX before installing frames.
    - Search frames... will be displayed only if Album has been selected.
- See Help for details on frames.

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Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings > Printing Dates on Photos

Printing Dates on Photos

You can print dates on images.

Select the image you want to print the date in the Edit screen and click (Edit Image) or double-click the image.

Click the Date tab in the Edit Image dialog box.
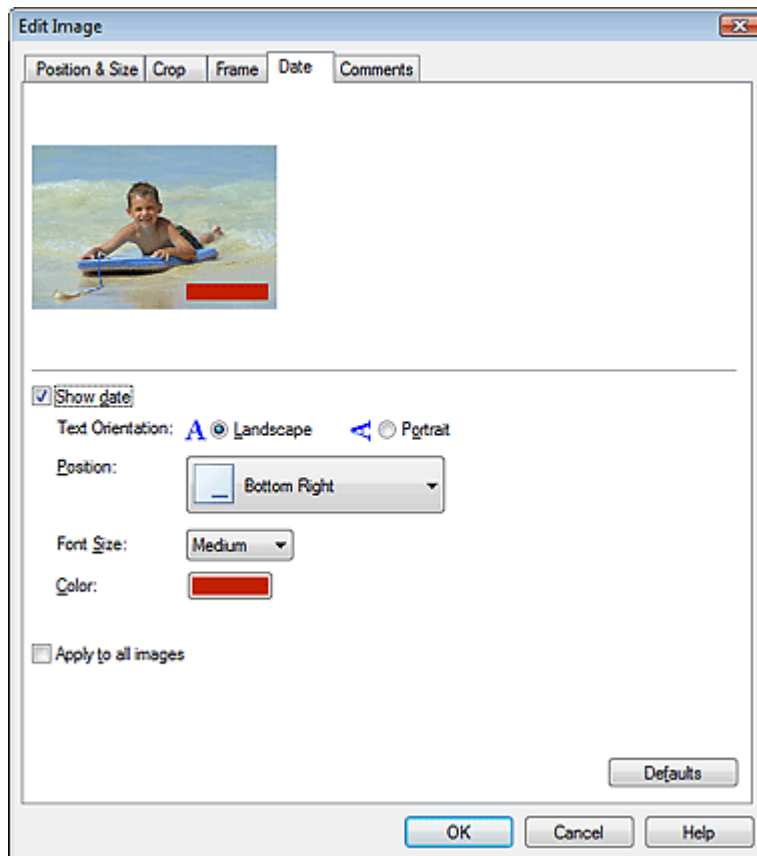
Select the Show date checkbox.

Set the Text Orientation, Position, Font Size and Color, then click OK.

🚩 Important

- You cannot print dates on framed images.

📖 Note

- The date is displayed in the short date format (mm/dd/yyyy, etc.) specified in your operating system.
- See Help for details on setting dates.

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Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings >
Attaching Comments to Photos

Easy-PhotoPrint EX

Attaching Comments to Photos

You can attach comments to images and display them in your album. The photo name, shooting date
and comments are displayed (from top to bottom) in a comment box.

> A memory of summer
> 08/20/2010
> Family playing with sa
> nd.

🚩 **Important**

- You cannot attach comments to Photo Print, Calendar, Stickers, and Layout Print.

Select the image you want to attach comments to in the Edit screen and click ![Edit Image] (Edit Image) or
double-click the image.

Click the Comments tab in the Edit Image dialog box.
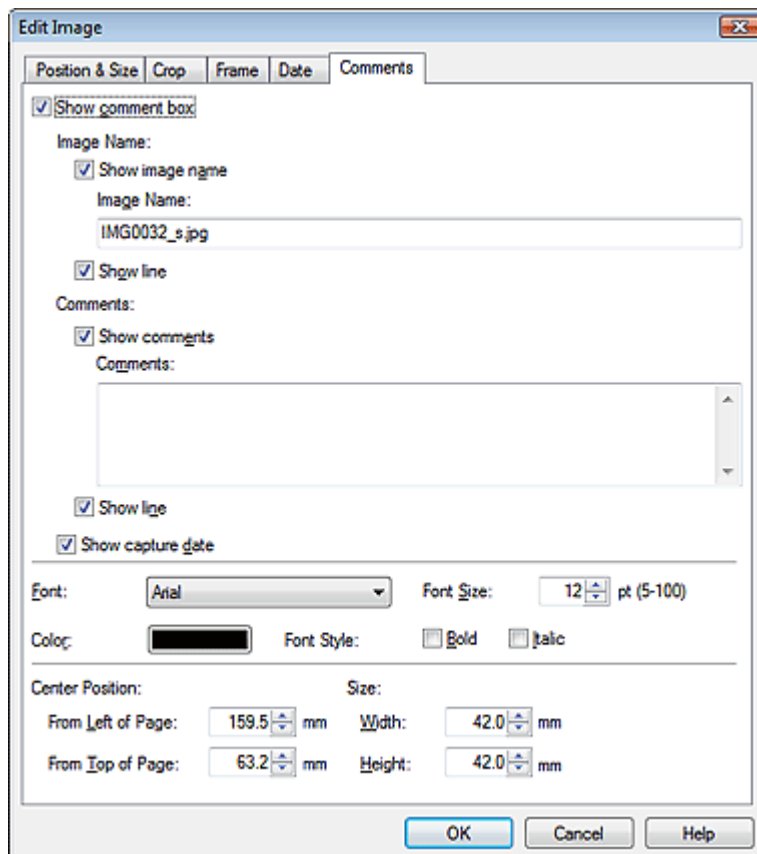
Select the Show comment box checkbox.

Select the checkboxes of the items you want to display, and enter comments.

Set the size and color of font, and position of the comments, etc., then click OK.

Note

- See Help for details on comments.

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Adding Text to Photos

You can add text to photos.

Click ![Add Text icon] (Add Text) in the Edit screen and drag the mouse over the area in which you want to add text.

📖 **Note**

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.
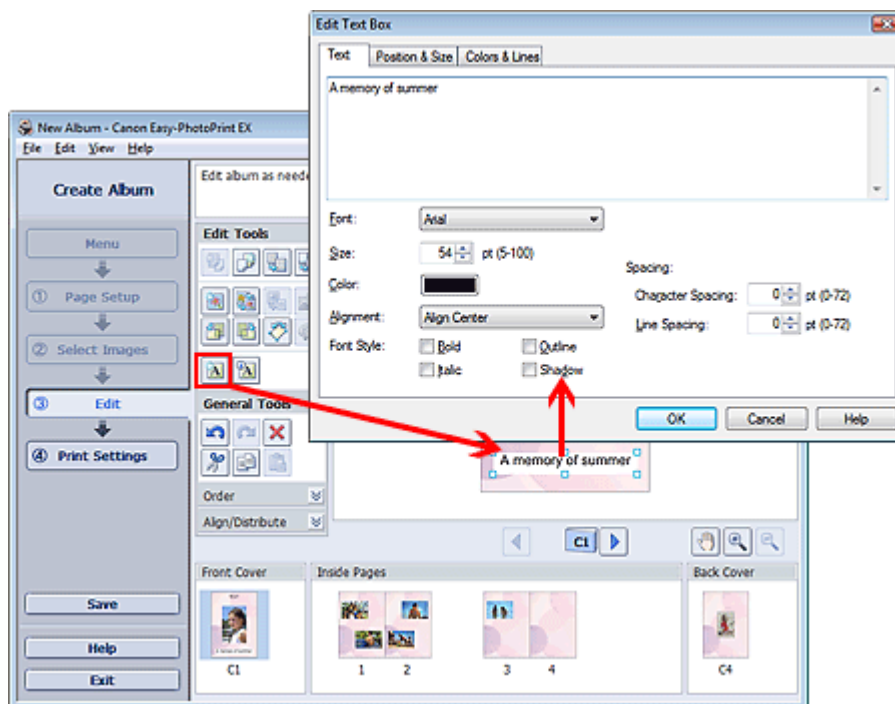
Select the Text tab in the Edit Text Box dialog box and enter text, then click OK.

📖 **Note**

- In the Edit Text Box dialog box, you can change the position, angle and size of the text. You can also set the color and line of the text box. See Help for details.

- To change the entered text, select the text box and click ![Edit Text Box icon] (Edit Text Box). The Edit Text Box dialog box appears. You can change the text.

Advanced Guide > Printing from a Computer > Printing with the Bundled Application Software > Other Settings > Saving

Saving

You can save edited items.

Click Save in the Edit or Print Settings screen.

Note

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.

When the Save As dialog box appears, specify the save location and file name, then click Save.

Important

- If you edit a saved file and save it again, the file will be overwritten.
  To save a file again with a new name or to a different location, select Save As... from the File menu and save.

Note
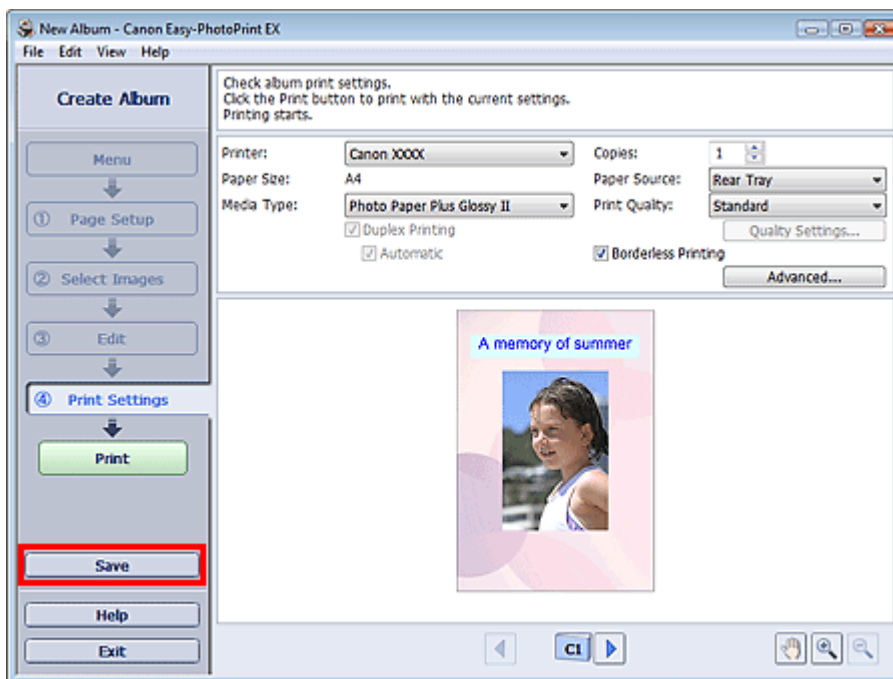
- Save will not be displayed in the Page Setup or Select Images screen.

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Easy-PhotoPrint EX

Setting Holidays

You can add holidays to your calendar.

Click Set Holidays... in the Page Setup screen of Calendar, or click [icon] (Setup Period/Holiday) in the Edit screen and click Set Holidays... in the Calendar General Settings dialog box to display the Holiday Settings dialog box.

To add a holiday, click Add.... The Add/Edit Holiday dialog box appears. To edit a saved holiday, select it and click Edit....

To delete a holiday, select it and click Delete. To delete all the saved holidays within your calendar period, click Clear.

In the Add/Edit Holiday dialog box that appears by clicking Add... or Edit..., you can specify the name and date of the holiday.

Enter the name in Holiday Name and specify the date.

Select the Set as Holiday checkbox to display that day as a holiday in your calendar.

Note

- See Help for details on each dialog box.

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![Easy-PhotoPrint EX]

Setting Calendar Display

You can customize the calendar display (fonts, lines, colors, position, size, etc.).

Click Settings... in the Page Setup screen of Calendar, or select a calendar in the Edit screen and click

(Setup Calendar) to display the Calendar Settings dialog box.

🚩 **Important**

- The Position & Size tab is displayed only when the Calendar Settings dialog box is displayed from the Edit screen.

📖 **Note**

- See Help for details on the Calendar Settings dialog box.

Opening Saved Files

You can open files created with Easy-PhotoPrint EX.

1. Click Library from Menu.
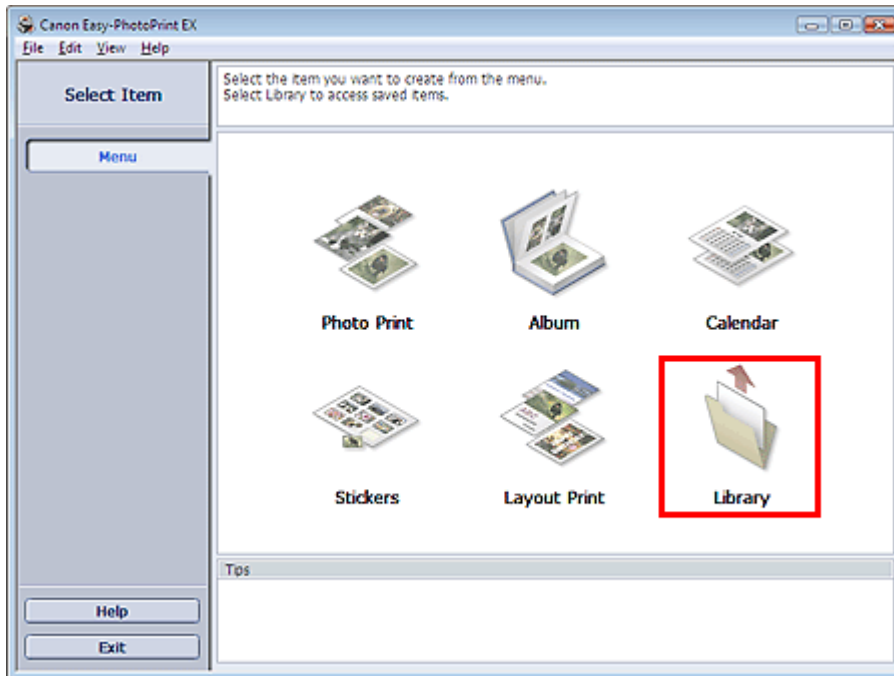
The Open dialog box appears.
You can check files created and saved with Easy-PhotoPrint EX by icon view (only for Windows 7/ Windows Vista) or thumbnail view.

> **Important**
>
> - When using 64bit Edition of Windows 7, Windows Vista, or Windows XP, the contents of files cannot be displayed on Explorer.

2. Select the file you want to open and click Open.

The Edit screen appears.

> **Note**
>
> - Easy-PhotoPrint EX supports the following file formats (extensions).
>   - Easy-PhotoPrint EX Album file (.el1)
>   - Easy-PhotoPrint EX Stickers file (.el2)
>   - Easy-PhotoPrint EX Calendar file (.el4)
>   - Easy-PhotoPrint EX Layout file (.el5)

3. Edit the file if necessary.

> **Note**
>
> - See the following sections for details on the editing procedures.

- **Editing** Album
- **Editing** Calendar
- **Editing** Stickers
- **Editing** Layout Print

Note

- You can open files created with Easy-PhotoPrint EX with the following methods, besides from Library in Menu.
  - Double-click or click the file.
  - From the File menu, click Open..., then select the file you want to edit.
- You can also open a recently used file by clicking the file name shown in the File menu.

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Printing with Other Application Software

➡ Various Printing Methods

➡ Changing the Print Quality and Correcting Image Data

➡ Overview of the Printer Driver

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Advanced Guide

Various Printing Methods

➡ Printing with Easy Setup

➡ Setting a Page Size and Orientation

➡ Setting the Number of Copies and Printing Order

➡ Setting the Stapling Margin

➡ Borderless Printing

➡ Fit-to-Page Printing

➡ Scaled Printing

➡ Page Layout Printing

➡ Poster Printing

➡ Booklet Printing

➡ Duplex Printing

➡ Stamp/Background Printing

➡ Registering a Stamp

➡ Registering Image Data to be Used as a Background

➡ Printing an Envelope

➡ Displaying the Print Results before Printing

➡ Setting Paper Dimensions (Custom Size)

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Advanced Guide > Printing from a Computer > Printing with Other Application Software > Various Printing Methods > Printing with Easy Setup

Printing with Easy Setup

The simple setup procedure for carrying out appropriate printing on this machine, is as follows:

1. Open the printer driver setup window

2. Select a frequently used profile

In Commonly Used Settings on the Quick Setup tab, select a printing profile suited for the purpose. When you select a printing profile, the Additional Features, Media Type, and Printer Paper Size settings are automatically switched to the values that were preset.
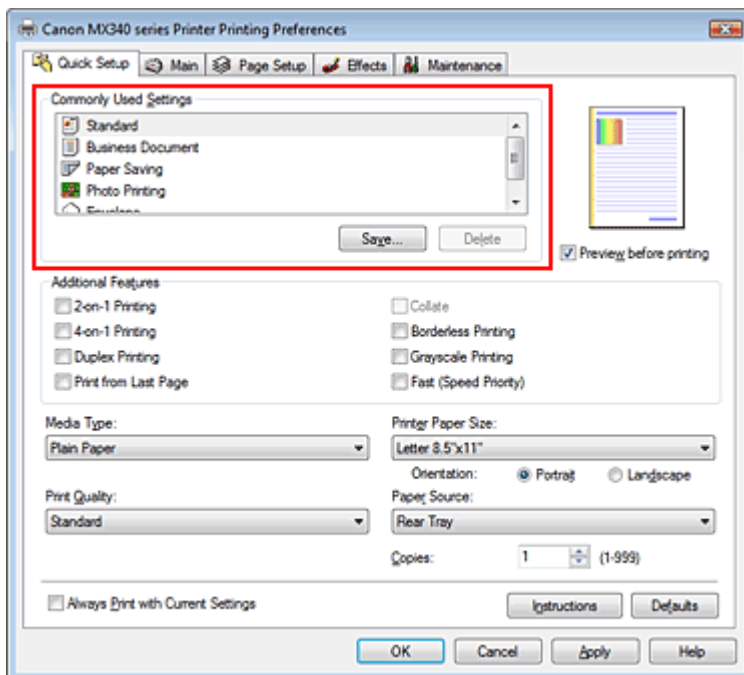
3. Select the print quality

For Print Quality, select High, Standard, or Fast according to your purpose.

4. Complete the setup

Click OK.
When you execute print, the document is printed with settings that matches your purpose.

![Important]**Important**

- When you select the Always Print with Current Settings check box, all settings specified on the Quick Setup, Main, Page Setup, and Effects tabs are saved, and you can print with the same settings from the next time as well. (Effects tab cannot be used when the XPS printer driver is used.)
- Click Save... to register the specified settings. For instructions on registering settings, see "Registering a Frequently Used Printing Profile."

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![Advanced Guide]

Setting a Page Size and Orientation

The paper size and orientation are essentially determined by the application. When the page size and orientation set for Page Size and Orientation on the Page Setup tab are same as those set with the application, you do not need to select them on the Page Setup tab.

When you are not able to specify them with the application, the procedure for selecting a page size and orientation is as follows:
You can also set page size and Orientation on the Quick Setup tab.

1. Open the printer driver setup window

2. Select the paper size

Select a page size from the Page Size list on the Page Setup tab.
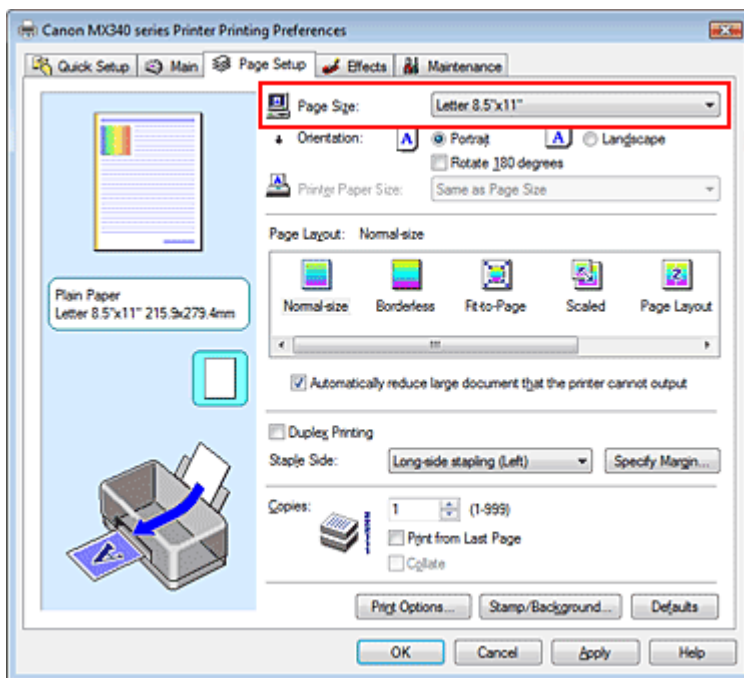
3. Set Orientation

Select Portrait or Landscape for Orientation. Check Rotate 180 degrees check box when you want to perform printing with the original being rotated 180 degrees.

4. Complete the setup

Click OK.
When you execute print, the document will be printed with the selected page size and the orientation.

📖 **Note**

■ If Normal-size is selected for Page Layout, then Automatically reduce large document that the printer cannot output is displayed.
Normally, you can leave the Automatically reduce large document that the printer cannot output check box checked. During printing, if you do not want to reduce large documents that cannot be printed on the printer, uncheck the check box.

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Setting the Number of Copies and Printing Order
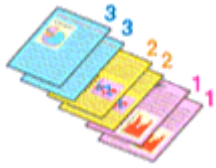
Default Setting   Print from Last Page
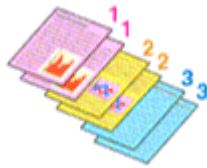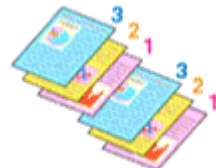
Collate   Print from Last Page + Collate
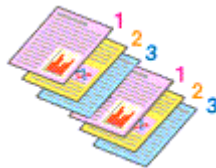
The procedure for specifying the number of copies and printing order is as follows:
You can also set the number of copies on the Quick Setup tab.

1. Open the printer driver setup window

2. Specify the number of copies to be printed

For Copies on the Page Setup tab, specify the number of copies to be printed.
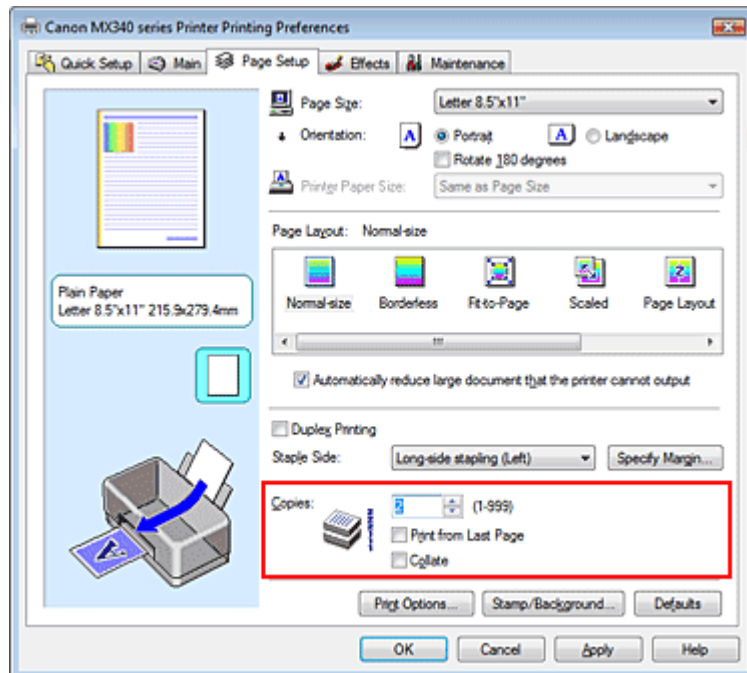
3. Specify the print order

Check the Print from Last Page check box when you want to print from the last page in order. When you do this, you do not need to sort pages into their correct order after printing.

4. Set up collated printing when you specify multiple copies in the Copies box

Check the Collate check box when you are specifying multiple copy together.

Uncheck this check box to print all pages with the same page number together.

5. Complete the setup

Click OK.
When you execute print, the specified number of copies will be printed with the specified printing order.

🚩 **Important**

- When the application software that you used to create the document has the same function, give priority to the printer driver settings. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.
- Print from Last Page and Collate appear grayed out and are unavailable when Booklet is selected for Page Layout.
- Print from Last Page appears grayed out and is unavailable when Poster is selected for Page Layout.

📖 **Note**

- By setting both Print from Last Page and Collate, you can perform printing so that papers are collated one by one starting from the last page.
  These settings can be used in combination with Normal-size, Borderless, Fit-to-Page, Scaled, Page Layout, and Duplex Printing.

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Setting the Stapling Margin
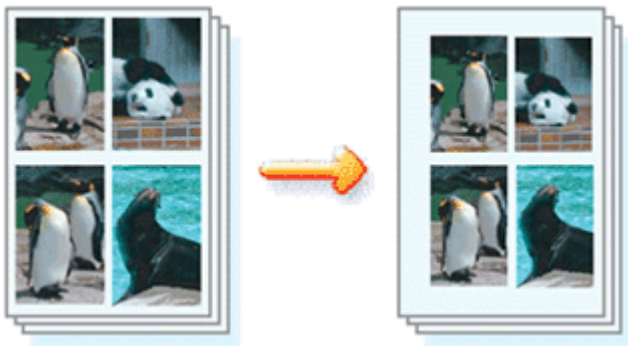
The procedure for setting the staple side and the margin width is as follows:

1. Open the printer driver setup window

2. Specify the side to be stapled

Check the position of the stapling margin from Staple Side on the Page Setup tab.
The printer analyzes the Orientation and Page Layout settings, and automatically selects the best staple position. When you want to change the setting, select from the list.
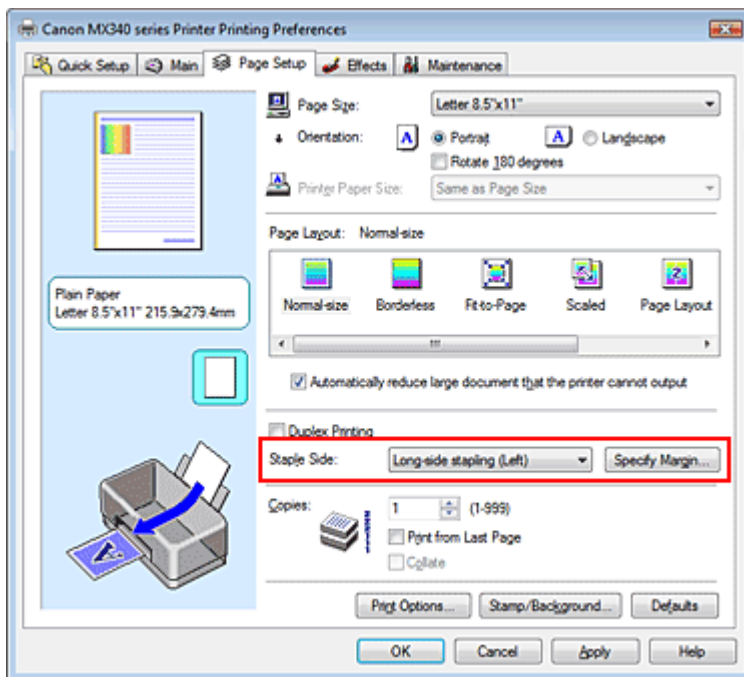
3. Set the margin width

If necessary, click Specify Margin... and set the margin width, and then click OK.
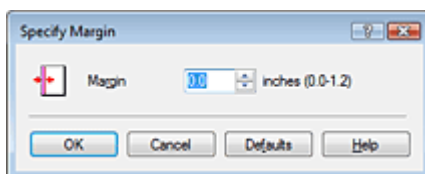
Note

- The printer automatically reduces the print area depending on the staple position margin.

4. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified staple side and margin width.

Important

- Staple Side and Specify Margin... appear grayed out and are unavailable when:
  - Borderless, Poster, or Booklet is selected for Page Layout.
  - Scaled is selected for Page Layout (When Duplex Printing is also selected, only Staple Side can be specified).

Advanced Guide > Printing from a Computer > Printing with Other Application Software > Various Printing Methods > Borderless Printing

Borderless Printing

The borderless printing function allows you to print data without any margin by enlarging the data so that it extends slightly off the paper. Without the borderless printing function, a margin is provided around the printed data. When you want to print data such as a photo without providing any margin around it, set borderless printing.
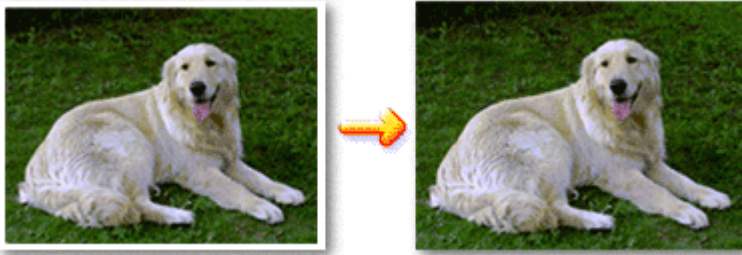
The procedure for performing borderless printing is as follows:

You can also set borderless printing in Additional Features on the Quick Setup tab.

Setting Borderless Printing

1. Open the printer driver setup window

2. Set borderless printing

Select Borderless from the Page Layout list on the Page Setup tab.
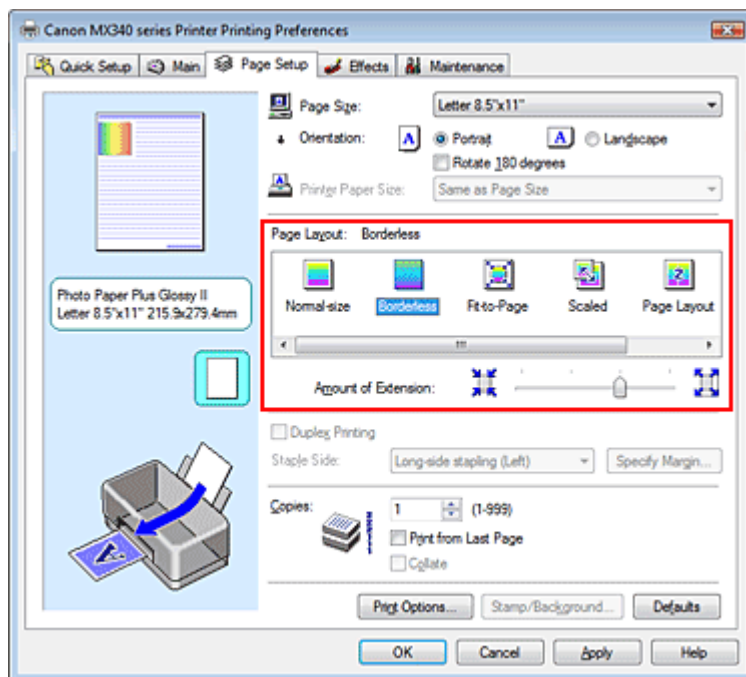
Click OK when the confirmation message appears.
When a message prompting you to change the media type appears, select a media type from the list and click OK.

3. Check the paper size

Check the Page Size list. When you want to change, select another page size from the list. The list displays only sizes that can be used for borderless printing.

4. Adjust the amount of extension from the paper

If necessary, adjust the amount of extension using the Amount of Extension slider.
Moving the slider to the right increases the amount extending off the paper, and moving the slider to the left decreases the amount.
It is recommended to set the slider at the second position from the right for most cases.

> ▶**Important**
>
> ■ When you set the slider at the rightmost position, the back side of the paper may become smudged.

5. Complete the setup

Click OK.
When you execute print, the data is printed without any margins on the paper.

▶**Important**

■ When a page size that cannot be used for borderless printing is selected, the size is automatically changed to the valid page sizes for borderless printing.
■ When High Resolution Paper, T-Shirt Transfers, or Envelope is selected from the Media Type list on the Main tab, you cannot perform borderless printing.
■ When Borderless is selected, the Printer Paper Size, Staple Side (when Duplex Printing is not selected) settings, and the Stamp/Background... (Stamp...) button on the Page Setup tab appear grayed out and are unavailable.
■ Depending on the type of the media used during borderless printing, the print quality may deteriorate at the top and bottom of the sheet or stains may form.
■ When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.
In this case, crop the image data with an application software according to the paper size.

📖**Note**

■ When Plain Paper is selected for Media Type on the Main tab, borderless printing is not recommended, and therefore the message for media selection appears.
When you are using plain paper for test printing, select Plain Paper, and click OK.

Expanding the Range of the Document to Print

Setting a large amount of extension allows you to perform borderless printing with no problems.
However, the portion of the document extending off the paper range will not be printed. Subjects around the perimeter of a photo may not be printed.

Try borderless printing once. When you are not satisfied with the result of borderless printing, reduce the amount of extension. The extension amount decreases as the Amount of Extension slider is moved to the left.

▶**Important**

■ When the amount of extension is shortened, an unexpected margin may be produced on the print, depending on the size of the paper.

📖**Note**

■ When the Amount of Extension slider is set to the leftmost position, image data will be printed in the full size.
■ When Preview before printing is checked on the Main tab, you can confirm before printing whether there will be no border.

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Fit-to-Page Printing

The procedure for printing a document that is automatically enlarged or reduced to fit the page size to be used is as follows:

1. Open the printer driver setup window

2. Set fit-to-page printing

Select Fit-to-Page from the Page Layout list on the Page Setup tab.
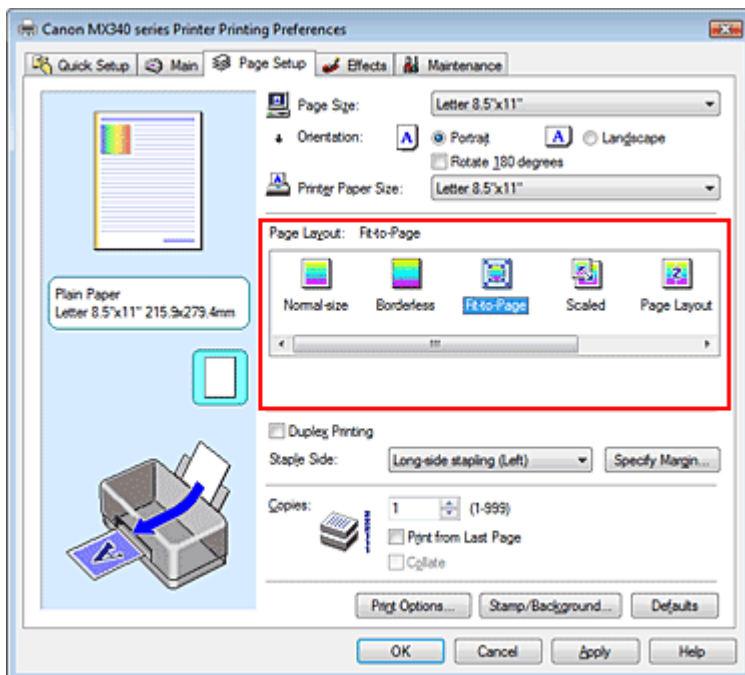
3. Select the paper size for the data

Using Page Size, select the page size that is set with your application.

4. Select the print paper size

Select the size of the paper loaded in the machine from the Printer Paper Size list.
When the Printer Paper Size is smaller than the Page Size, the page image will be reduced. When the Printer Paper Size is larger than the Page Size, the page image will be enlarged.

The current settings are displayed in the settings preview on the left side of the printer driver.
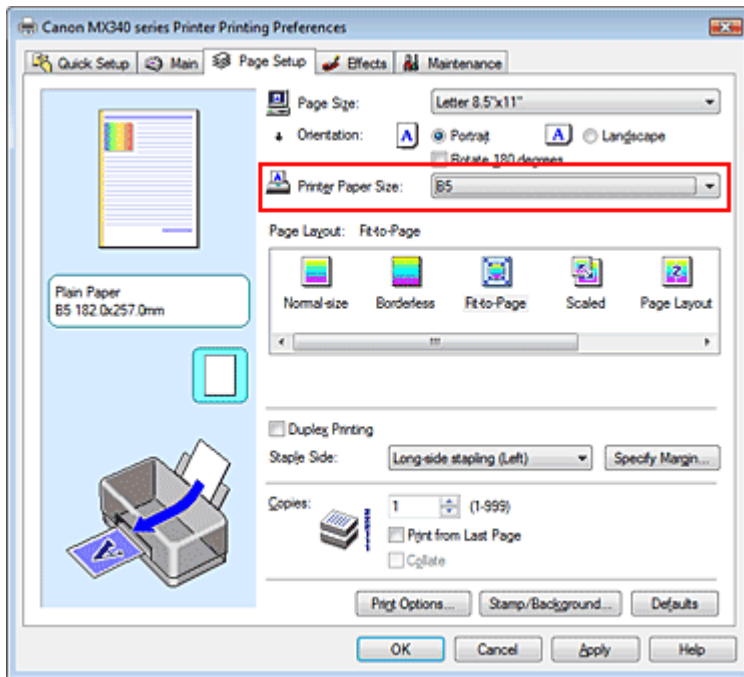
5. Complete the setup

Click OK.
When you execute print, the document will be enlarged or reduced to fit to the page size.

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Advanced Guide > Printing from a Computer > Printing with Other Application Software > Various Printing Methods > Scaled Printing

Scaled Printing

The procedure for printing a document with pages enlarged or reduced is as follows:

1. Open the printer driver setup window

2. Set scaled printing

   Select Scaled from the Page Layout list on the Page Setup tab.
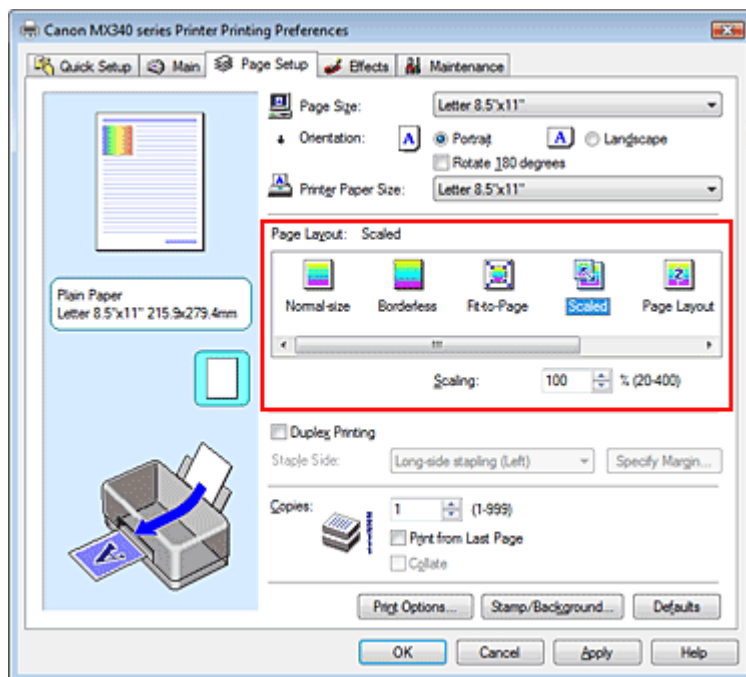
3. Select the paper size for the data

   Using Page Size, select the page size that is set with your application.

4. Set the scaling rate by using one of the following methods:

   - **Select a Printer Paper Size**

     When the printer paper size is smaller than the Page Size, the page image will be reduced.
     When the printer paper size is larger than the Page Size, the page image will be enlarged.
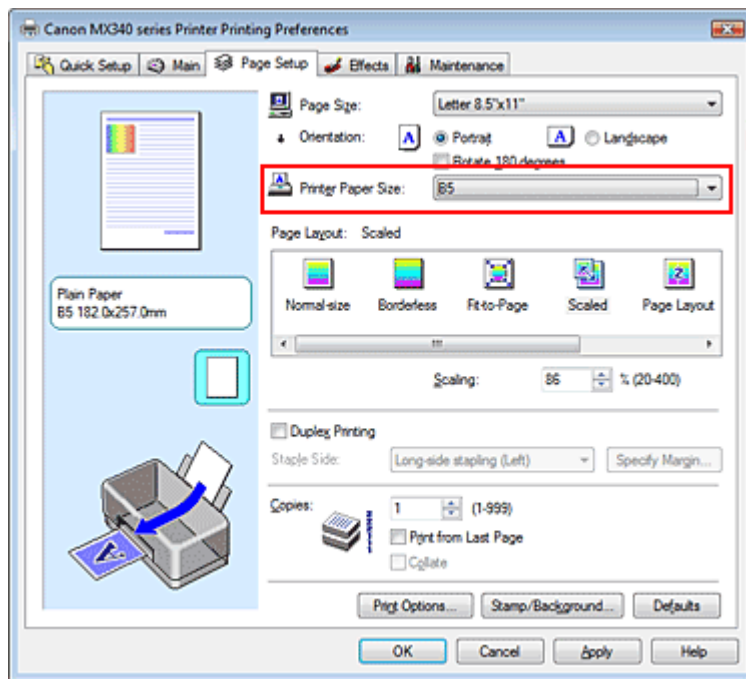
- **Specify a scaling factor**

  Directly type in a value into the Scaling box.
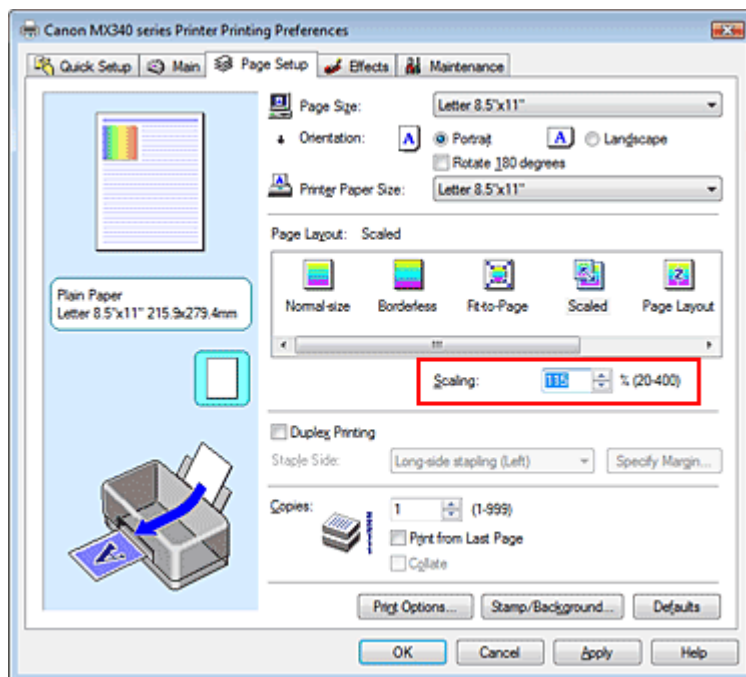
The current settings are displayed in the settings preview on the left side of the printer driver.

5. Complete the setup

Click OK.
When you execute print, the document will be printed with the specified scale.

Important

- When the application software with which you created the original has the scaled printing function, configure the settings on your application software. You do not need to configure the same setting in the printer driver.
- When Scaled is selected, the Staple Side list box appears grayed out and is unavailable (when Duplex Printing is not selected).

Note

- Selecting Scaled changes the printable area of the document.

Advanced Guide

Page Layout Printing

The page layout printing function allows you to print more than one page image on a single sheet of paper.

The procedure for performing page layout printing is as follows:

1. Open the printer driver setup window

2. Set page layout printing

Select Page Layout from the Page Layout list on the Page Setup tab.
The current settings are displayed in the settings preview on the left side of the printer driver.
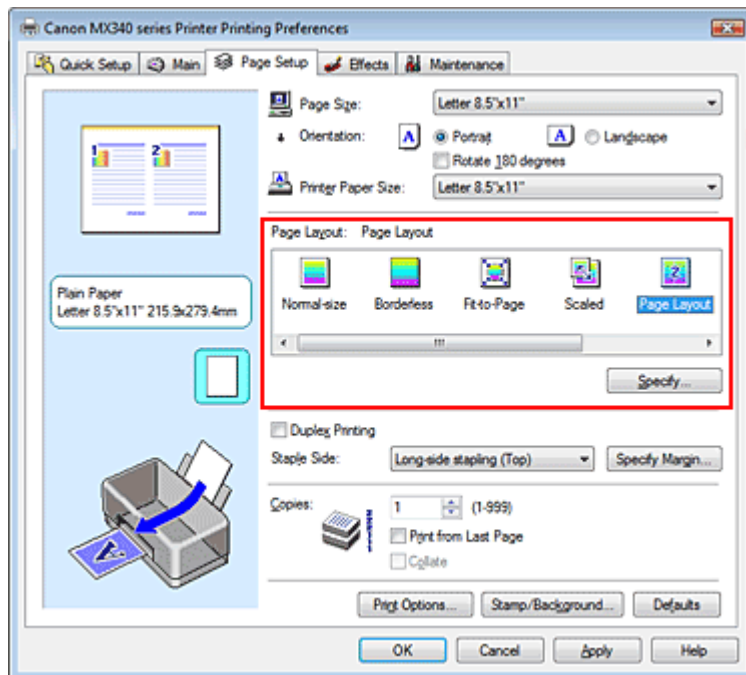
3. Select the print paper size

Select the size of the paper loaded in the machine from the Printer Paper Size list.
Setting the layout of two pages of the document from left to right is complete.

4. Set the number of pages to be printed on one sheet and the page order

If necessary, click Specify..., specify the following settings in the Page Layout Printing dialog box, and click OK.
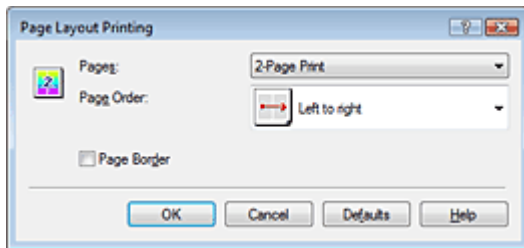
Pages

To change the number of pages to be printed on a single sheet of paper, select the number of pages from the list.
You can also set 2-Page Print or 4-Page Print on the Quick Setup tab.

Page Order

To change the page arrangement order, select an icon from the list to change the page placement order.

Page Border

To print a page border around each document page, check this check box.

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the specified number of pages will be arranged on each sheet of paper in the specified order.

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Advanced Guide

Poster Printing

The poster printing function allows you to enlarge image data, divide it into several pages, and print these pages on separate sheets of paper. When the pages are pasted together, they form a large print like a poster.
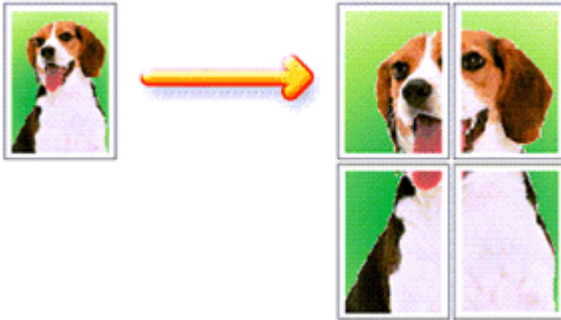
The procedure for performing poster printing is as follows:

Setting Poster Printing

1. Open the printer driver setup window

2. Set poster printing

Select Poster from the Page Layout list on the Page Setup tab.
The current settings are displayed in the settings preview on the left side of the printer driver.
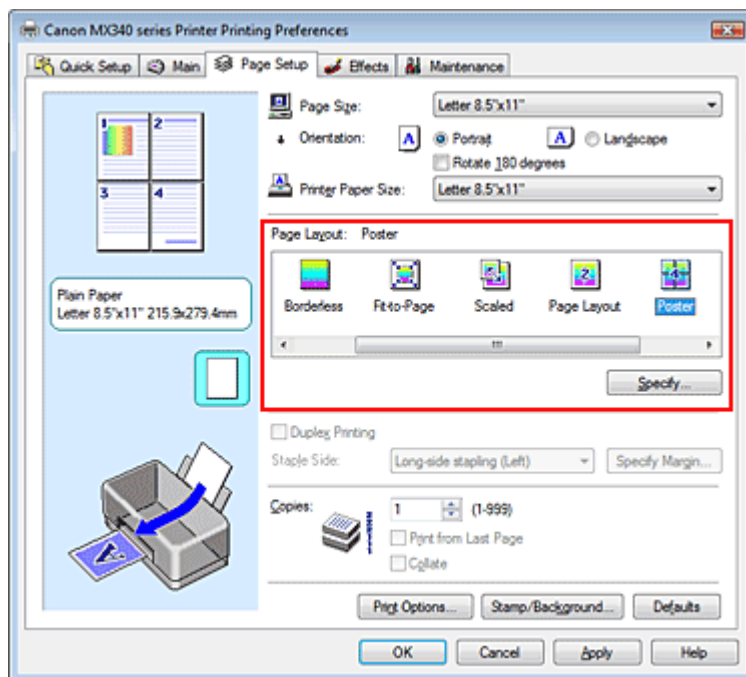
3. Select the print paper size

Select the size of the paper loaded in the machine from the Printer Paper Size list.
Setting 2 by 2-page poster printing is complete.

4. Set the number of image divisions and the pages to be printed

If necessary, click Specify..., specify the following settings in the Poster Printing dialog box, and then click OK.
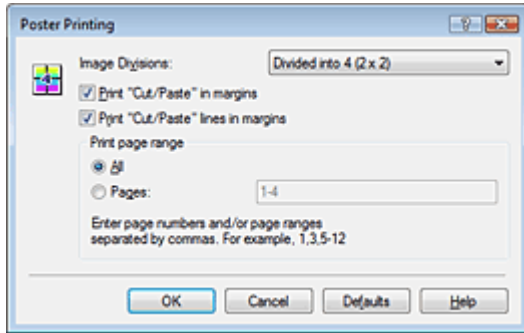
Image Divisions
Select the number of divisions (vertical x horizontal). As the number of divisions increases, the number of sheets used for printing increases, allowing you to create a larger poster.

Print "Cut/Paste" in margins
To leave out words "Cut" and "Paste", uncheck this check box.

📖**Note**

- This feature may be unavailable when certain printer drivers are used.

Print "Cut/Paste" lines in margins
To leave out cut lines, uncheck this check box.

Print page range
Specifies the printing range. Select All under normal circumstances.
To reprint only a specific page, select Pages and enter the page number you want to print. To specify multiple pages, enter the page numbers by separating them with commas or by entering a hyphen between the page numbers.

📖**Note**

- You can also specify the print range by clicking the pages in the settings preview.

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the document will be divided into several pages during printing.
After all poster pages have been printed, paste the pages together to create a poster.

Printing Only Specific Pages

If ink becomes faint or runs out during printing, you can reprint specific pages by following the procedure below:

1. Set the print range

In the settings preview on the left of the Page Setup tab, click the pages that do not need to be printed.
The pages that were clicked are deleted, and only the pages to be printed are displayed.
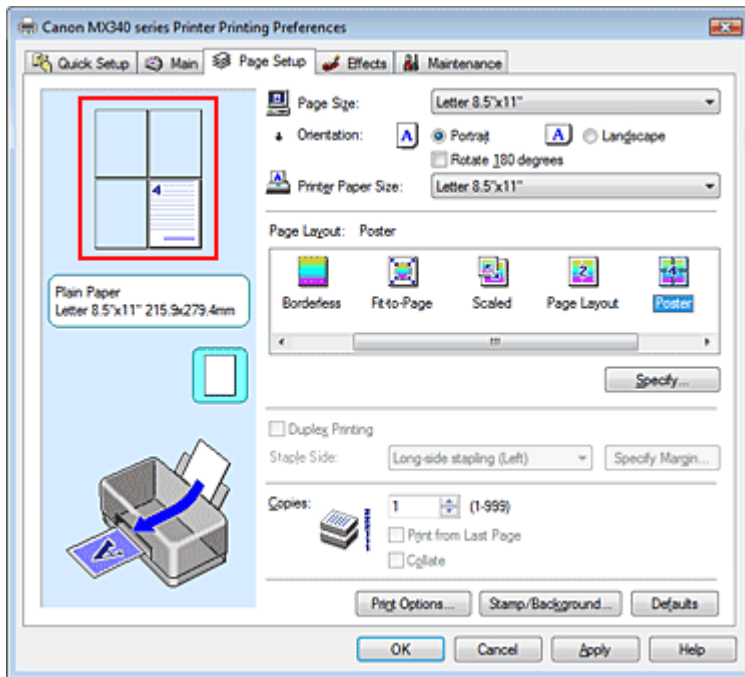
Note

- Click the deleted pages to display them again.
- Right-click the settings preview to select Print all pages or Delete all pages.

2. Complete the setup

After completing the page selection, click OK.
When you execute print, only specified pages will be printed.

Important

- When Poster is selected, the Duplex Printing, Staple Side and Print from Last Page appear grayed out and are unavailable.
- Since poster printing enlarges the document when printing it, the print results may become coarse.

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Advanced Guide

Booklet Printing

The booklet printing function allows you to print data for a booklet. Data is printed on both sides of the paper. This type of printing ensures that pages can be collated properly, in page number order, when the printed sheets are folded and stapled at the center.
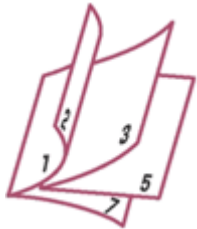
The procedure for performing booklet printing is as follows:

1. Open the printer driver setup window

2. Set booklet printing

Select Booklet from the Page Layout list on the Page Setup tab.
The current settings are displayed in the settings preview on the left side of the window.
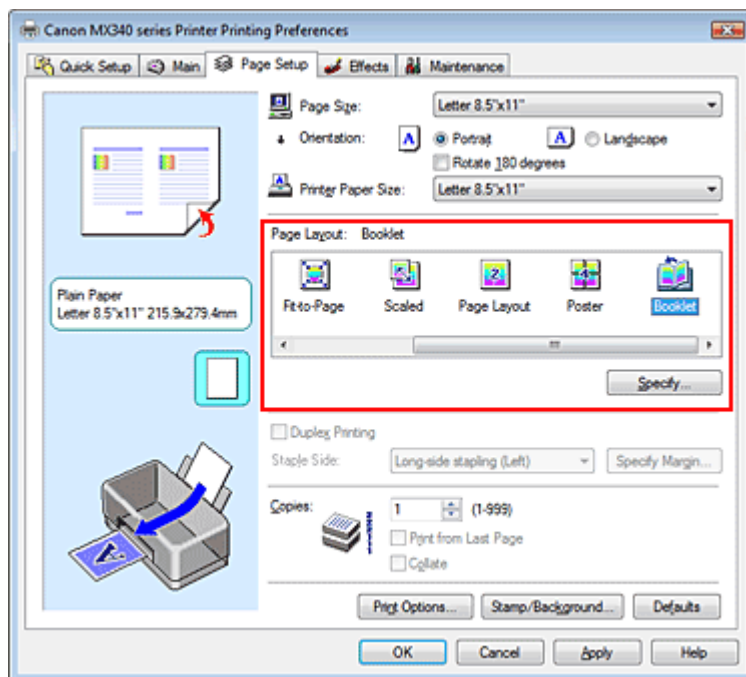
3. Select the print paper size

Select the size of the paper loaded in the machine from the Printer Paper Size list.

4. Set the margin for stapling and the margin width

Click Specify... and specify the following settings in the Booklet Printing dialog box, and then click OK.
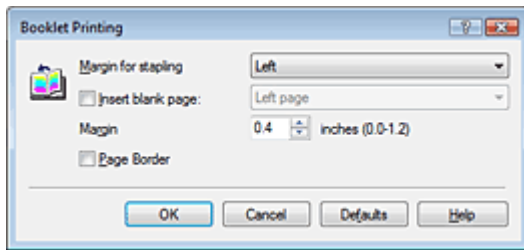
Margin for stapling
Select which side should the stapling margin be on when the booklet is completed.

Insert blank page
To leave one side of a sheet blank, check the check box, and select the page to be left blank.

Margin
Enter the margin width. The specified width from the center of the sheet becomes the margin width for one page.

Page Border
To print a page border around each document page, check the check box.

5. Complete the setup

Click OK on the Page Setup tab.

When you execute print, the document will be printed on one side of a sheet of paper. When the printing of one side is complete, set the paper correctly by following the message and click OK. When the printing of the other side is complete, fold the paper at the center of the margin and make a booklet.

▶**Important**

- Booklet cannot be selected when a media type other than Plain Paper is selected for Media Type on the Main tab.
- When Booklet is selected, Duplex Printing, Staple Side, Print from Last Page, and Collate appear grayed out and are unavailable.

Note

- The stamp and background are not printed on blank sheets inserted with the Insert blank page function of booklet printing.

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Duplex Printing
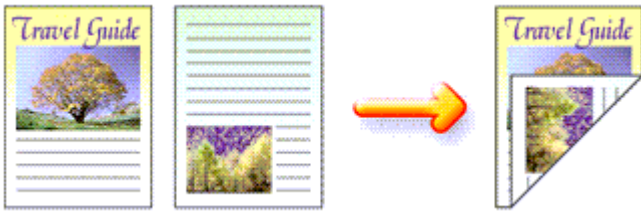
The procedure for printing data on both sides of a sheet of paper is as follows:
You can also set duplex printing in Additional Features on the Quick Setup tab.

1. Open the printer driver setup window

2. Set duplex printing

Check the Duplex Printing check box on the Page Setup tab.
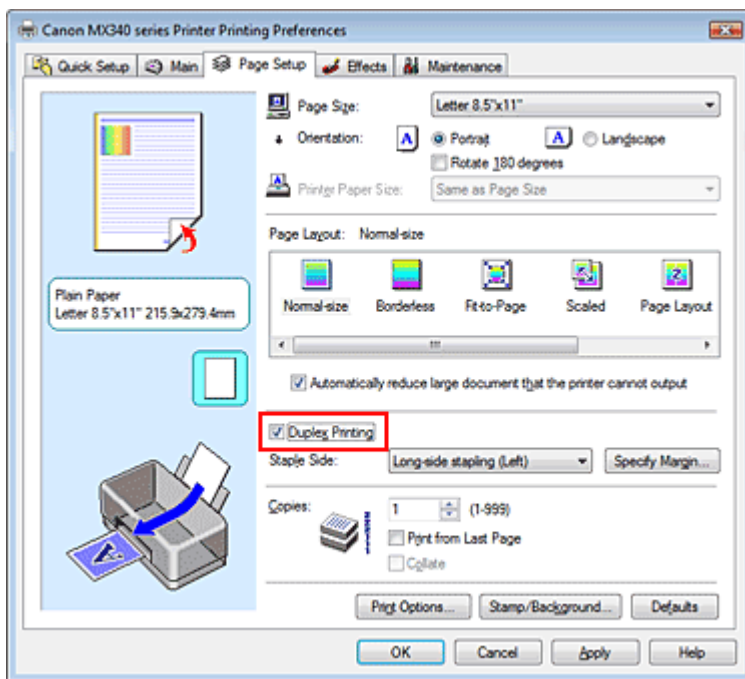
3. Select the layout

Select Normal-size (or Fit-to-Page, Scaled, or Page Layout) from the Page Layout list.

4. Specify the side to be stapled

The machine analyzes the Orientation and Page Layout settings, and automatically selects the best Staple Side. When you want to change the setting, select another value from the list.

5. Set the margin width

If necessary, click Specify Margin... and set the margin width, and then click OK.

6. Complete the setup

Click OK on the Page Setup tab.

When you execute print, the document is first printed on one side of a sheet of paper. After one side is printed, reload the paper correctly according to the message.
Then click OK to print the opposite side.

Important

- If a media type other than Plain Paper is selected for Media Type, Duplex Printing appears grayed out and is unavailable.
- When Poster or Booklet is selected from the Page Layout list, Duplex Printing and Staple Side appear grayed out and are unavailable.

Note

- When you select borderless printing during duplex printing, the message for media type selection may appear. If that happens, select Plain Paper.
- If the back side of the paper becomes smudged during duplex printing, perform Bottom Plate Cleaning in the Maintenance tab.

Related Topic

Cleaning Inside the Machine

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Advanced Guide

Stamp/Background Printing

Stamp or Background may be unavailable when certain printer drivers are used.

The Stamp function allows you to print a stamp text or a bitmap over or behind document data. It also allows you to print date, time and user name. The Background function allows you to print a light illustration behind the document data.

The procedure for performing stamp/background printing is as follows:

Printing a Stamp

"CONFIDENTIAL," "IMPORTANT," and other stamps that are used often in companies are pre-registered.

1. Open the printer driver setup window

2. Click Stamp/Background... (Stamp...) on the Page Setup tab
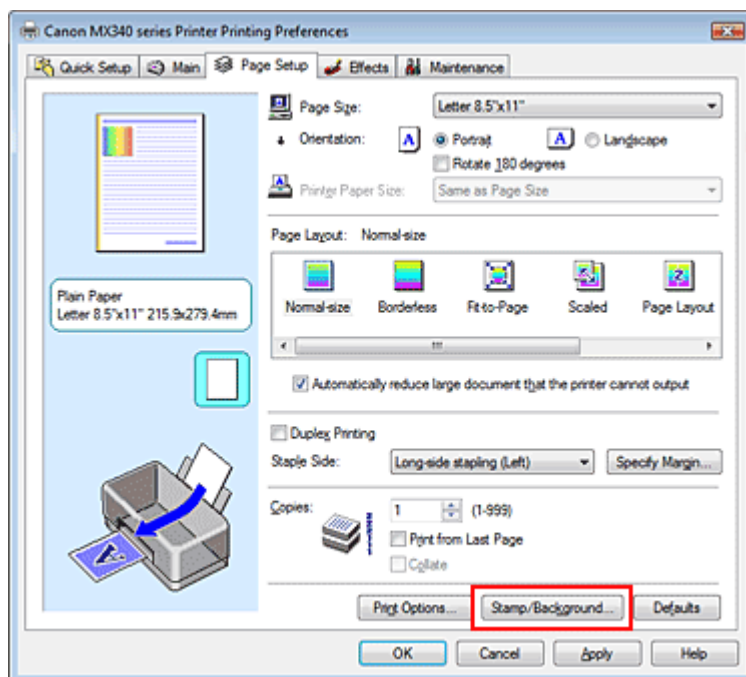
The Stamp/Background (Stamp) dialog box opens.
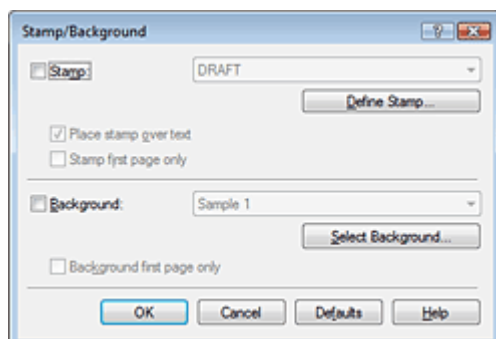
📖 **Note**

- With the XPS printer driver, the Stamp/Background... button has become the Stamp... button and only the stamp function can be used.

3. Select a stamp

Check the Stamp check box, and select the stamp to be used from the list.
The current settings are displayed in the settings preview on the left side of the Page Setup tab.

4. Set the stamp details

If necessary, specify the following settings, and then click OK.

Define Stamp... button
To change the stamp text, bitmap, or position, click this (see " Registering a Stamp").

Place stamp over text
To print the stamp on the front of the document, check this check box.

Note

- The stamp is given priority because the stamp is printed over the document data in the sections where the stamp and the document data overlap. When this check box is unchecked, the stamp is printed behind the document data and may be hidden in the overlapping sections depending on the application used.
- Place stamp over text cannot be used when the XPS printer driver is used.
  When the XPS printer driver is used, the stamp is normally printed in the foreground of the document.

Print semitransparent stamp
Check this check box to print a semi-transparent stamp on the document.
This function is available only when the XPS printer driver is used.

Stamp first page only
To print the stamp only on the first page, check this check box.

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified stamp.

Printing a Background

Two bitmap files are pre-registered as samples.

1. Open the printer driver setup window

2. Click Stamp/Background... on the Page Setup tab

The Stamp/Background dialog box opens.

3. Select the background

Check the Background check box, and select the background to be used from the list.
The current settings are displayed in the settings preview on the left side of the Page Setup tab.

4. Set the background details

If necessary, complete the following settings, and then click OK.

Select Background... button
To use another background or change the layout or density of a background, click this (see " Registering Image Data to be Used as a Background ").

Background first page only
To print the background only on the first page, check this check box.

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified background.

Important

- When Borderless is selected, the Stamp/Background... (Stamp...) button appears grayed out and is unavailable.

Note

- The stamp and background are not printed on blank sheets inserted with the Insert blank page function of booklet printing.

Related Topics

➡ Registering a Stamp
➡ Registering Image Data to be Used as a Background

Advanced Guide

Registering a Stamp

This feature may be unavailable when certain printer drivers are used.

You can create and register a new stamp. You can also change and register some of the settings of an existing stamp. Unnecessary stamps can be deleted at any time.

The procedure for registering a new stamp is as follows:

Registering a New Stamp

1. Open the printer driver setup window
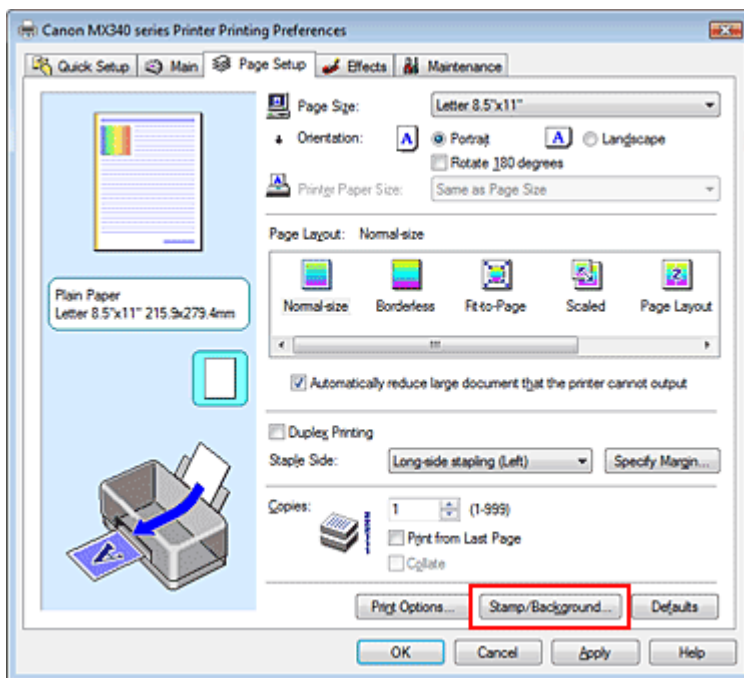
2. Click Stamp/Background... (Stamp...) on the Page Setup tab

The Stamp/Background (Stamp) dialog box opens.
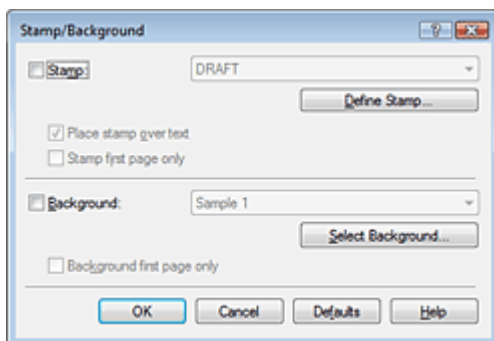
📖 **Note**

- With the XPS printer driver, the Stamp/Background... button has become the Stamp... button and only the stamp function can be used.

3. Click Define Stamp...

The Stamp Settings dialog box opens.
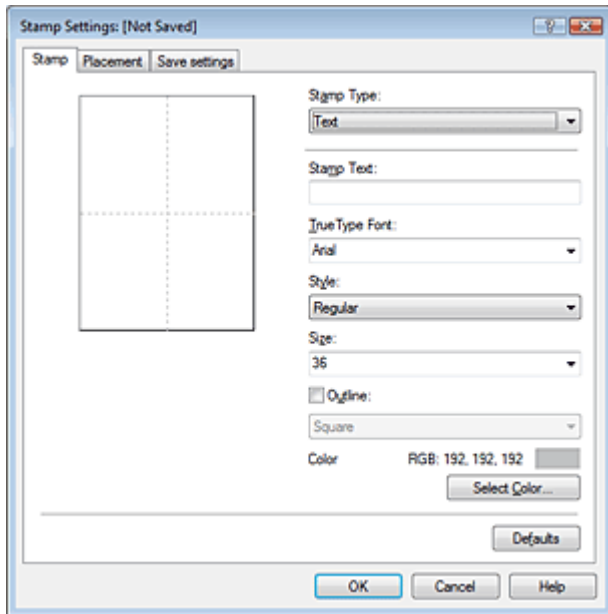
4. Configure the stamp while viewing the preview window

- **Stamp tab**

  Select Text, Bitmap, or Date/Time/User Name that matches your purpose for Stamp Type.

  - For Text registration, the characters must already be entered in Stamp Text. If necessary, change the TrueType Font, Style, Size, and Outline settings. You can select the color of the stamp by clicking Select Color....

  - For Bitmap, click Select File... and select the bitmap file (.bmp) to be used. If necessary, change the settings of the Size and Transparent white area.

  - For Date/Time/User Name, the creation date/time and user name of the printed object are displayed in Stamp Text. If necessary, change the settings of TrueType Font, Style, Size, and Outline. You can select the color of the stamp by clicking Select Color....

  ▶ **Important**

  - Stamp Text appears grayed out and is unavailable when Date/Time/User Name is selected.

- **Placement tab**

  Select the stamp position from the Position list. You can also select Custom from the Position list and specify coordinates for X-Position and Y-Position.
  You can also change the stamp position by dragging the stamp in the preview window.
  To change the stamp position angle, type a value in the Orientation box directly.

5. Save the stamp

Click the Save settings tab and enter a title in the Title box, and then click Save.
Click OK when the confirmation message appears.

6. Complete the setup

Click OK. The Stamp/Background (Stamp) dialog box opens again.
The registered title appears in the Stamp list.

Changing and Registering Some of Stamp Settings

1. Select the stamp for which the settings are to be changed

Check the Stamp check box in the Stamp/Background (Stamp) dialog box, and then select the title of
the stamp to be changed from the Stamp list.

2. Click Define Stamp...

The Stamp Settings dialog box opens.

3. Configure the stamp while viewing the preview window

4. Overwrite save the stamp

Click Save overwrite on the Save settings tab.
When you want to save the stamp with a different title, type a new title in the Title box and click Save.
Click OK when the confirmation message appears.

5. Complete the setup

Click OK. The Stamp/Background (Stamp) dialog box opens again.
The registered title appears in the Stamp list.

Deleting an Unnecessary Stamp

1. Click Define Stamp... in the Stamp/Background (Stamp) dialog box

The Stamp Settings dialog box opens.

2. Select the stamp to be deleted

Select the title of the stamp you want to delete from the Stamps list on the Save settings tab. Then
click Delete.
Click OK when the confirmation message appears.

3. Complete the setup

Click OK. The Stamp/Background (Stamp) dialog box opens again.

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Registering Image Data to be Used as a Background

This feature may be unavailable when certain printer drivers are used.

You can select a bitmap file (.bmp) and register it as a new background. You can also change and register some of the settings of an existing background. An unnecessary background can be deleted at any time.

The procedure for registering image data to be used as a background is as follows:

Registering New Background

1. Open the printer driver setup window

2. Click Stamp/Background... on the Page Setup tab
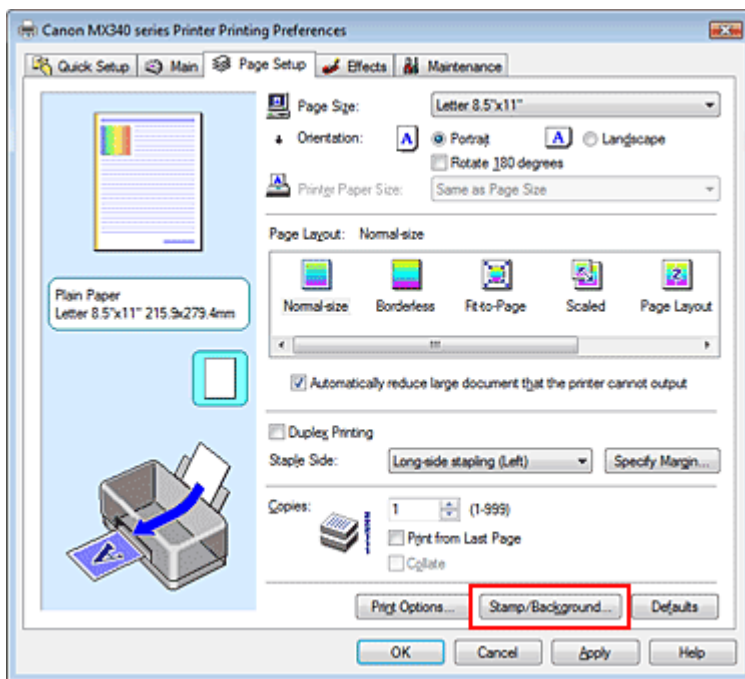
The Stamp/Background dialog box opens.
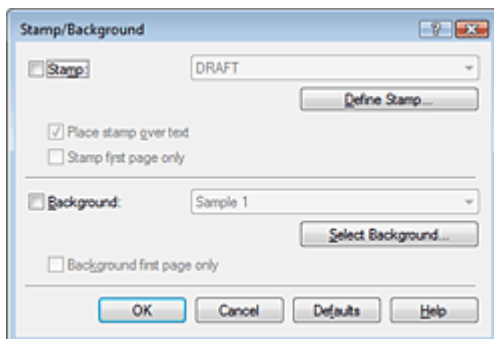
📖 **Note**

■ With the XPS printer driver, the Stamp/Background... button has become the Stamp... button and Background cannot be used.

3. Click Select Background...

The Background Settings dialog box opens.
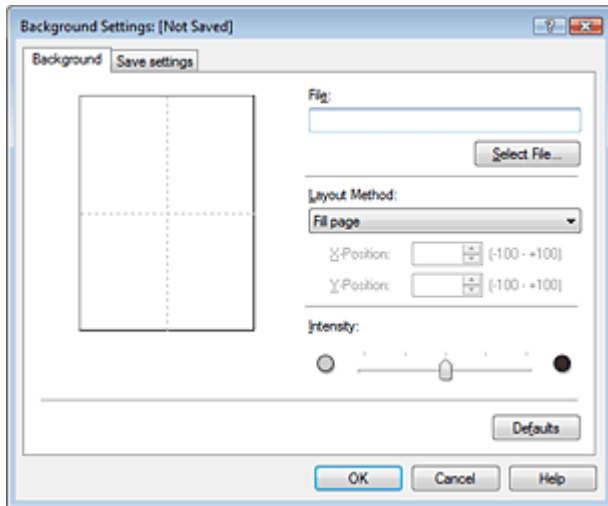
4. Select the image data to be registered to the background

Click Select File.... Select the target bitmap file (.bmp), and then click Open.

5. Specify the following settings while viewing the preview window

Layout Method
Select how the background image data is to be placed.
When Custom is selected, you can set coordinates for X-Position and Y-Position.
You can also change the background position by dragging the image in the preview window.

Intensity
Set the intensity of the background image data with the Intensity slider. To lighten the background, move the slider to the left. To darken the background, move the slider to the right. To print the background at the original bitmap intensity, move the slider to the rightmost position.

6. Save the background

Click the Save settings tab and enter a title in the Title box, and then click Save.
Click OK when the confirmation message appears.

7. Complete the setup

Click OK. The Stamp/Background dialog box opens again.
The registered title appears in the Background list.

Changing and Registering Some Background Settings

1. Select the background for which the settings are to be changed

Check the Background check box in the Stamp/Background dialog box, and then select the title of the background you want to change from the Background list.

2. Click Select Background...

The Background Settings dialog box opens.

3. Specify the items on the Background tab while viewing the preview window

4. Save the background

Click Save overwrite on the Save settings tab. When you want to save the background with a different

title, enter a new title in the Title box and click Save.
Click OK when the confirmation message appears.

5. Complete the setup

Click OK. The Stamp/Background dialog box opens again.
The registered title appears in the Background list.

Deleting an Unnecessary Background

1. Click Select Background... in the Stamp/Background dialog box

The Background Settings dialog box opens.

2. Select the background to be deleted

Select the title of the background you want to delete from the Backgrounds list on the Save settings
tab, and then click Delete.
Click OK when the confirmation message appears.

3. Complete the setup

Click OK. The Stamp/Background dialog box opens again.

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Printing an Envelope

Printing an Envelope

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

For details on how to load an envelope into the machine, refer to "Loading Paper" in the manual: Basic Guide.

The procedure for performing envelope printing is as follows:

1. Fold down the paper support
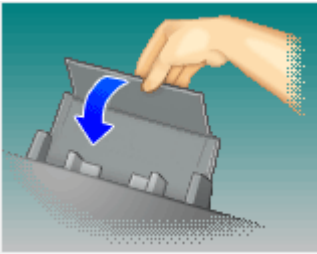
2. Load an envelope into the machine

Fold down the envelope flap.

Orient the envelope so that the address side is on top and the flap is on the left, and load the envelope vertically.
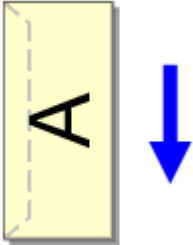
3. Open the printer driver setup window

4. Select the media type

Select Envelope from Commonly Used Settings on the Quick Setup tab.
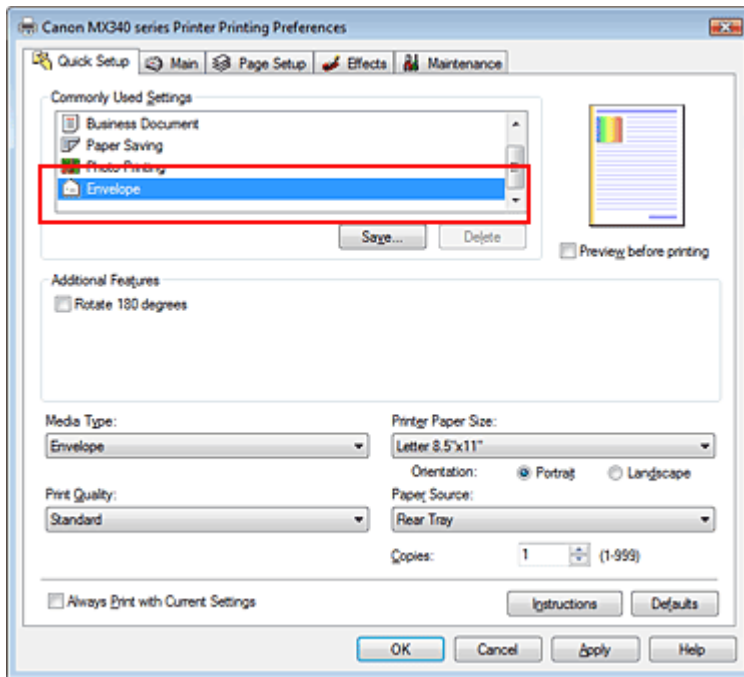
5. Select the paper size

Select Comm.Env. #10, DL Env., Youkei 4 105x235mm, or Youkei 6 98x190mm in the Envelope Size Setting dialog box, and then click OK.

6. Set the orientation

To print the addressee horizontally, select Landscape for Orientation.

7. Select the print quality

Select High or Standard that matches your purpose for Print Quality.

8. Complete the setup

Click OK.
When you execute print, the information is printed on the envelope.

▶ **Important**

- When you execute envelope printing, guide messages are displayed.
  To hide the guide messages, check the Do not show this message again. check box.
  To show the guide again, click the View Printer Status... button on the Maintenance tab, and start the Canon IJ Status Monitor.
  Then click Envelope Printing from Display Guide Message of the Option menu, and change the setting to on.

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Advanced Guide

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Displaying the Print Results before Printing

You can display and check the print result before printing.

The procedure for displaying the print result before printing is as follows:
You can also set the print results display on the Quick Setup tab.

1. Open the printer driver setup window

2. Set the preview

Check the Preview before printing check box on the Main tab.
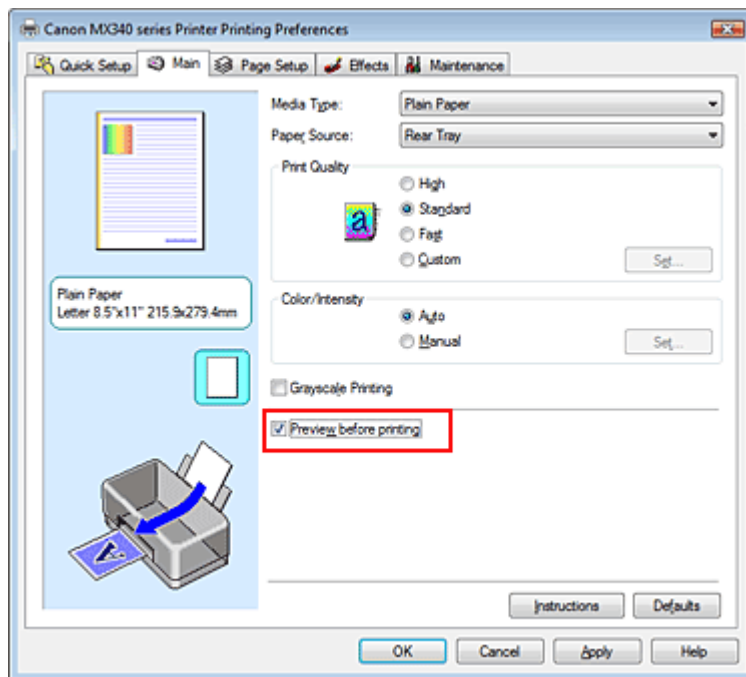
3. Complete the setup

Click OK.
When you execute print, the Canon IJ Preview or the Canon IJ XPS Preview opens and displays the print results.

Related Topic

➡ Canon IJ Preview

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Advanced Guide

Setting Paper Dimensions (Custom Size)

You can specify the height and width of paper when its size cannot be selected from the Page Size. Such a paper size is called "custom size."

The procedure for specifying a custom size is as follows:

You can also set a custom size in Printer Paper Size on the Quick Setup tab.

1. Set the custom size in the application software

On your application's paper size feature, specify the custom size.

> **Important**
>
> - When the application software that created the document has a function for specifying the height and width values, use the application software to set the values. When the application software does not have such a function or if the document does not print correctly, use the printer driver to set the values.

2. Open the printer driver setup window

3. Select the paper size

Select Custom... for Page Size on the Page Setup tab.
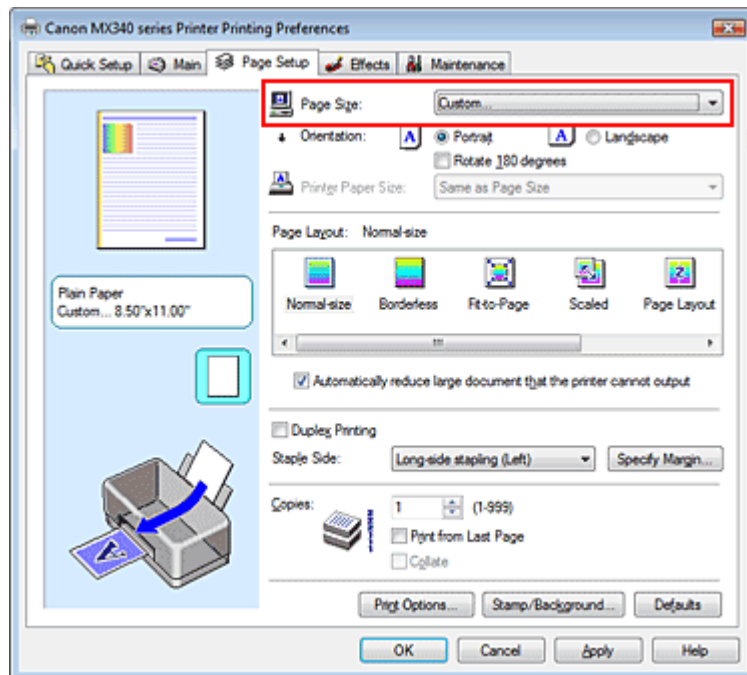
The Custom Paper Size dialog box opens.
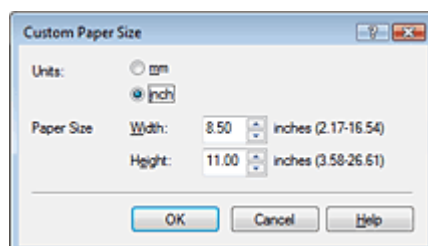
4. Set the custom paper size

Specify Units, and enter the Width and Height of the paper to be used. Then click OK.

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified paper size.

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Advanced Guide

Changing the Print Quality and Correcting Image Data

➡ Selecting a Combination of the Print Quality Level and a Halftoning Method

➡ Printing a Color Document in Monochrome

➡ Specifying Color Correction

➡ Optimal Photo Printing of Image Data

➡ Adjusting Colors with the Printer Driver

➡ Printing with ICC Profiles

➡ Adjusting Color Balance

➡ Adjusting Brightness

➡ Adjusting Intensity

➡ Adjusting Contrast

➡ Simulating an Illustration

➡ Representing Image Data with a Single Color

➡ Presenting Image Data with Vivid Colors

➡ Smoothing Jagged Outlines

➡ Changing Color Properties to Improve Coloration

➡ Reducing Photo Noise

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Selecting a Combination of the Print Quality Level and a Halftoning Method

You can individually set the combined representation method for the print quality level and the halftoning method.

The procedure for setting the print quality level and the halftoning method is as follows:

1. Open the printer driver setup window

2. Select the print quality

Select Custom for Print Quality on the Main tab, and click Set....
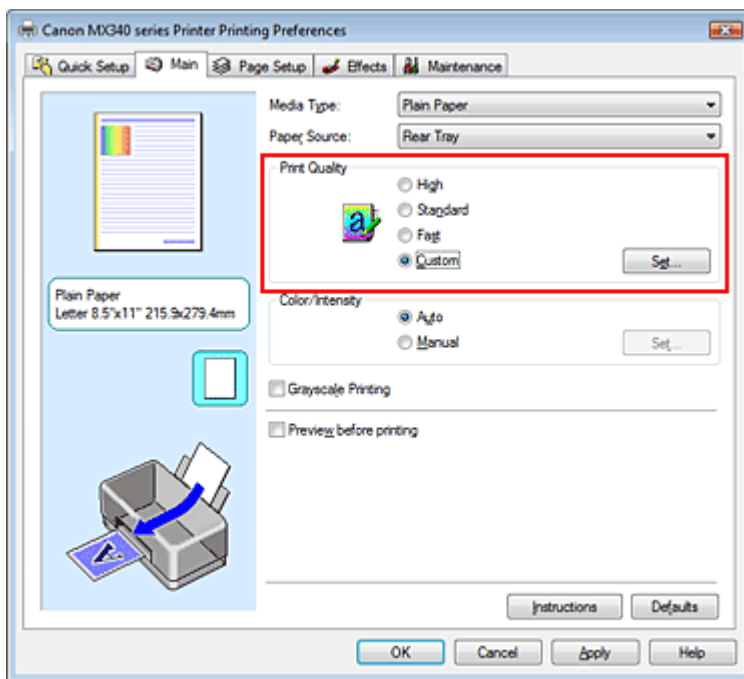
The Custom dialog box opens.
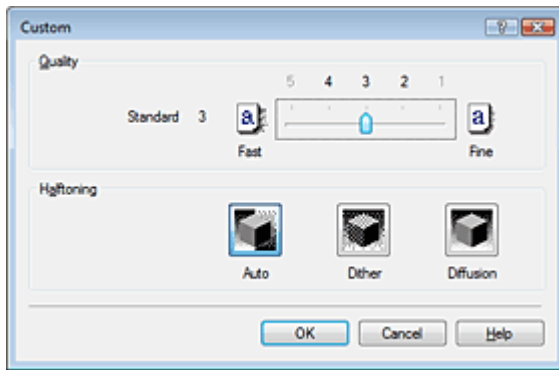
3. Setting the print quality and halftone expression method

Move the Quality slider to select the quality level.
Select the expression method in Halftoning and click OK.

Note

- Halftones refer to color shades between the darkest color and the brightest color.
  The printer replaces the color shades with a collection of small dots to express the halftones.
  When you select Auto, the data is printed with the optimal halftoning method for the selected
  print quality. Dither arranges the dots according to fixed rules to express the halftones.
  Diffusion places the dots randomly to express the halftones.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the image data is printed with the selected print quality level and halftoning
method.

Important

- Certain quality levels and halftoning methods cannot be selected depending on the settings of
  Media Type.

Note

- If part of an object is not printed, selecting Diffusion for Halftoning may solve the problem.

Related Topics

➡ Specifying Color Correction

➡ Adjusting Color Balance

➡ Adjusting Brightness

➡ Adjusting Intensity

➡ Adjusting Contrast

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Printing a Color Document in Monochrome
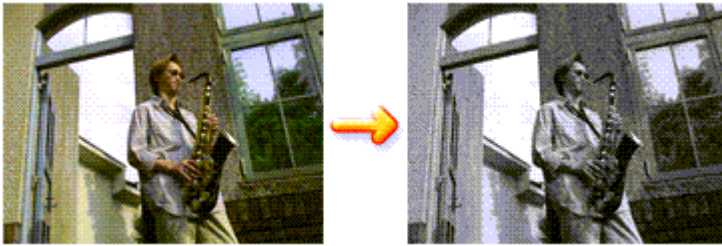
The procedure for printing a color document in monochrome is as follows:

You can also set a grayscale printing in Additional Features on the Quick Setup tab.

1. Open the printer driver setup window

2. Set grayscale printing

Check the Grayscale Printing check box on the Main tab.
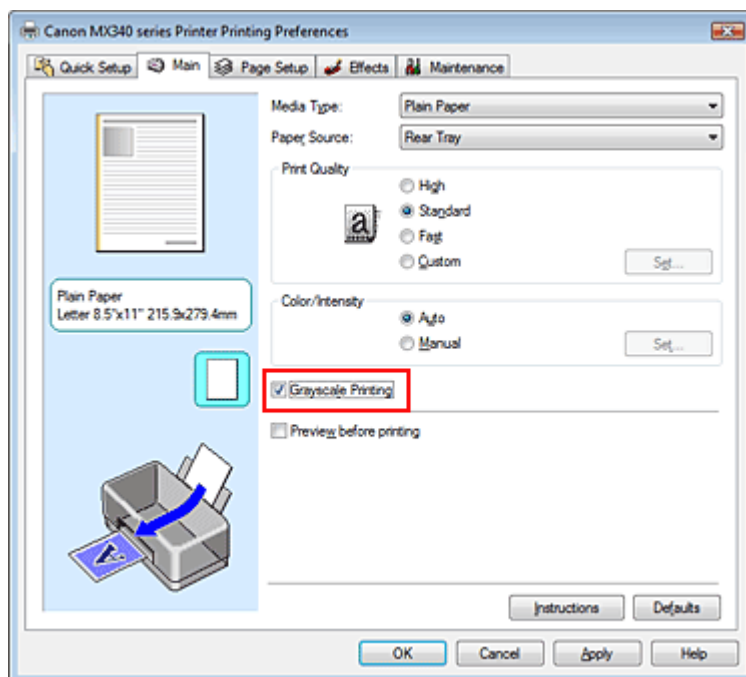
3. Complete the setup

Click OK.
When you execute print, the document is converted to grayscale data. It allows you to print the color document in monochrome.

⚑ Important

- When the Grayscale Printing check box is checked, the printer driver processes image data as sRGB data. In this case, actual colors printed may differ from those in the original image data. When using the grayscale printing function to print Adobe RGB data, convert the data to sRGB data using an application software.

📖 Note

■ During Grayscale Printing, color inks may be used as well as black ink.

Advanced Guide

Advanced Guide > Printing from a Computer > Printing with Other Application Software > Changing the Print Quality and Correcting Image Data > Specifying Color Correction

Specifying Color Correction

You can specify the color correction method suited to the type of document to be printed.
Normally, the printer driver adjusts the colors by using Canon Digital Photo Color so that data is printed with color tints that most people prefer. This method is suitable for printing sRGB data.

When you want to print by using the color space (Adobe RGB or sRGB) of the image data effectively, select ICM or ICC Profile Matching. When you want to use an application software to specify a printing ICC profile, select None.

The procedure for specifying color correction is as follows:

You can also set color correction on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

On the Main tab, select Manual for Color/Intensity, and click Set....
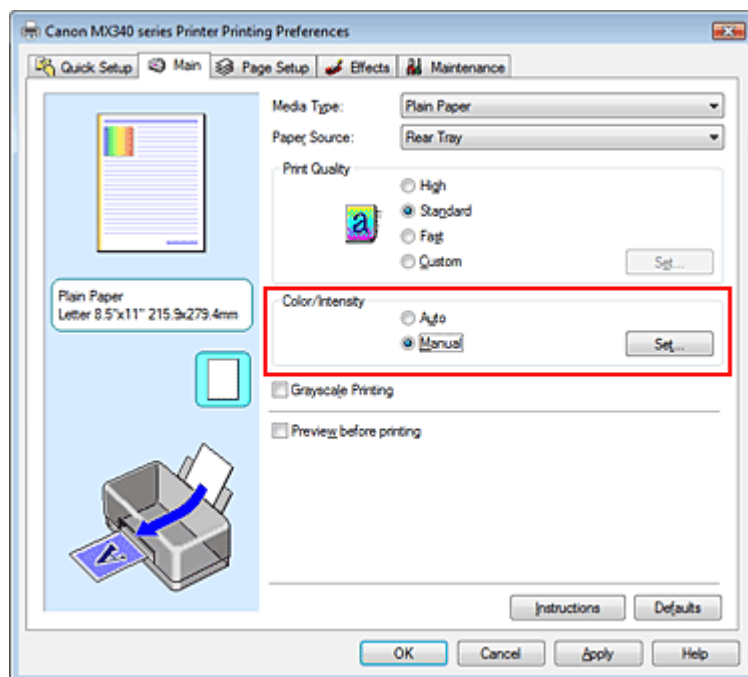
The Manual Color Adjustment dialog box opens.

3. Select color correction

Click Matching tab, select Color Correction setting that matches your purpose from the following, and click OK.
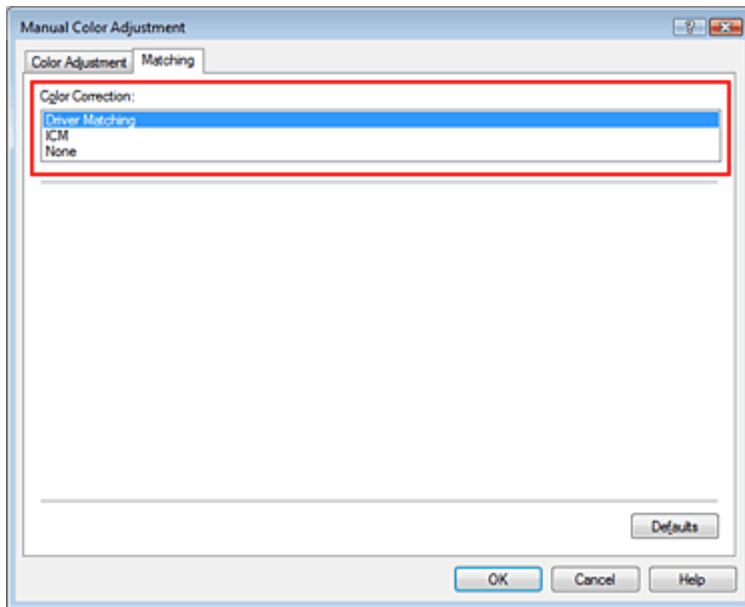
Driver Matching

By using Canon Digital Photo Color, you can print sRGB data with color tints that most people prefer.
Driver Matching is the default setting for color correction.

ICM/ICC Profile Matching

Adjusts the colors by using an ICC profile when printing.
Specify the input profile to be used.

None

The printer driver does not perform color correction. Select this value when you are specifying an
individually created printing ICC profile or a printing ICC profile for special Canon paper in an
application software to print data.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the data is printed with the specified color correction method.

▶ **Important**

- When ICM is disabled in the application software, ICM is unavailable for Color Correction and the
  printer may not be able to print the image data properly.
- When the Grayscale Printing check box on the Main tab is checked, Color Correction appears
  grayed out and is unavailable.

Related Topics

➡ Optimal Photo Printing of Image Data

➡ Adjusting Colors with the Printer Driver

➡ Printing with ICC Profiles

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Advanced Guide

Optimal Photo Printing of Image Data

When people print images taken with digital cameras, they sometimes feel that the printed color tones differ from those of actual image or those displayed on the monitor.
To get the print results as close as possible to the desired color tones, you must select a printing method that is best suited to the application software used or to your purpose.

Color Management

Devices such as digital cameras, scanners, monitors, and printers handle color differently. Color management (color matching) is a method that manages device-dependent "colors" as a common color space. For Windows, a color management system called "ICM" is built into the operating system.
Adobe RGB and sRGB are popularly used as common color spaces. Adobe RGB has a wider color space than sRGB.

ICC profiles convert device-dependent "colors" into a common color space. By using an ICC profile and carrying out color management, you can draw out the color space of the image data within the color reproduction area that the printer can express.

Selecting a Printing Method Suited to the Image Data

The recommended printing method depends on the color space (Adobe RGB or sRGB) of the image data or the application software to be used. There are two typical printing methods. Check the color space (Adobe RGB or sRGB) of the image data and the application software to be used, and then select the printing method suited to your purpose.

Adjusting Colors with the Printer Driver
Describes the procedure for printing sRGB data by using the color correction function of the printer driver.

- **To print using Canon Digital Photo Color**

  The printer prints data with color tints that most people prefer, reproducing colors of the original image data and producing three-dimensional effects and high, sharp contrasts.

- **To print by directly applying editing and touch-up results of an application software**

  When printing the data, the printer brings out subtle color difference between dark and light areas, while leaving the darkest and lightest areas intact.
  When printing the data, the printer applies fine adjustment results, such as brightness adjustments made with an application software.

Printing with ICC Profiles
Describes the procedure for printing by using the color space of Adobe RGB or sRGB effectively.
You can print with a common color space by setting up the application software and the printer driver so that the color management matches the input ICC profile of the image data.
The method for setting up the printer driver differs depending on the application software to be used.

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Adjusting Colors with the Printer Driver

You can specify the color correction function of the printer driver to print sRGB data with color tints that most people prefer through the use of Canon Digital Photo Color.
When printing from an application software that can identify ICC profiles and allows you to specify them, use a printing ICC profile in the application software, and select settings for color management.

The procedure for adjusting colors with the printer driver is as follows:

1. Open the printer driver setup window

2. Select the media type

Select the type of paper loaded in the machine from the Media Type list on the Main tab.

3. Select the print quality

For Print Quality, select High, Standard, or Fast according to your purpose.

4. Select the manual color adjustment

Select Manual for Color/Intensity, and click Set....
The Manual Color Adjustment dialog box opens.

5. Select color correction
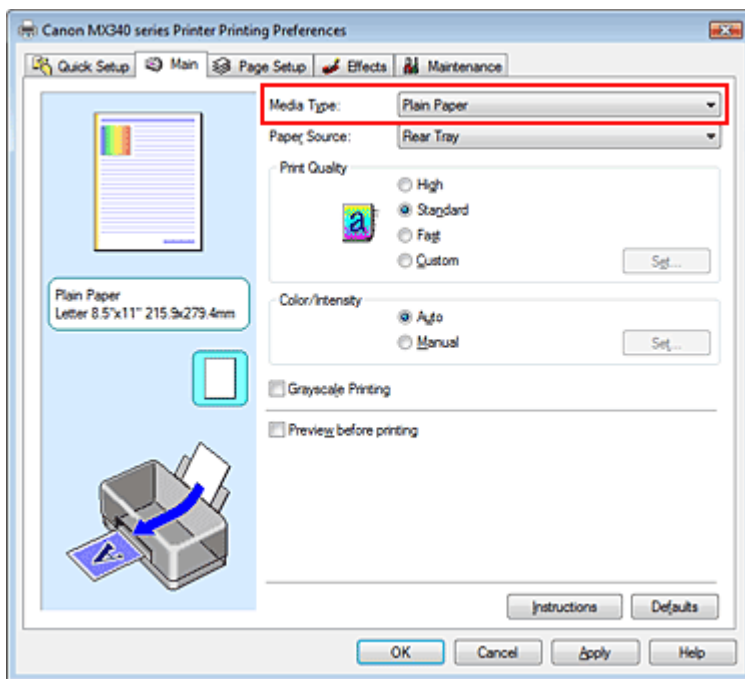
Click Matching tab, and select Driver Matching for Color Correction.
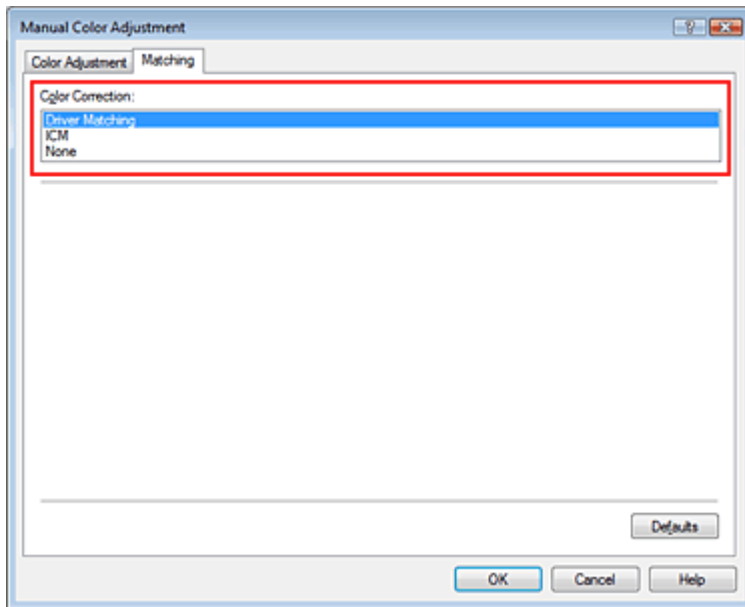
6. Set the other items

If necessary, click Color Adjustment tab, and adjust the color balance (Cyan, Magenta, Yellow) and adjust Brightness, Intensity, and Contrast settings, and then click OK.

7. Complete the setup

Click OK on the Main tab.
When you execute print, the printer driver adjusts the colors when printing the data.

Related Topics

➡ Selecting a Combination of the Print Quality Level and a Halftoning Method
➡ Specifying Color Correction
➡ Adjusting Color Balance
➡ Adjusting Brightness
➡ Adjusting Intensity
➡ Adjusting Contrast

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Printing with ICC Profiles

When the image data has a specified input ICC profile, you can print by using the color space (Adobe RGB or sRGB) of the data effectively.

The printer driver setting procedure varies depending on the application software used to print.

Specify an ICC Profile from the Application Software and Print the Data

When you print the editing and touch-up results of Adobe Photoshop, Canon Digital Photo Professional, or any application software that allows you to specify input and printing ICC profiles, you print by effectively using the color space of the input ICC profile specified in the image data.

To use this printing method, use your application software to select color management items and specify an input ICC profile and a printing ICC profile in the image data.
Even if you print using a printing ICC profile that you created yourself or one for special Canon paper from your application software, be sure to select color management items from your application software.
For instructions, refer to the manual of the application software you are using.

1. Open the printer driver setup window

2. Select the media type

   Select the type of paper loaded in the machine from the Media Type list on the Main tab.

3. Select the print quality

   For Print Quality, select High, Standard, or Fast according to your purpose.

4. Select the manual color adjustment

   Select Manual for Color/Intensity, and click Set....
   The Manual Color Adjustment dialog box opens.

5. Select color correction
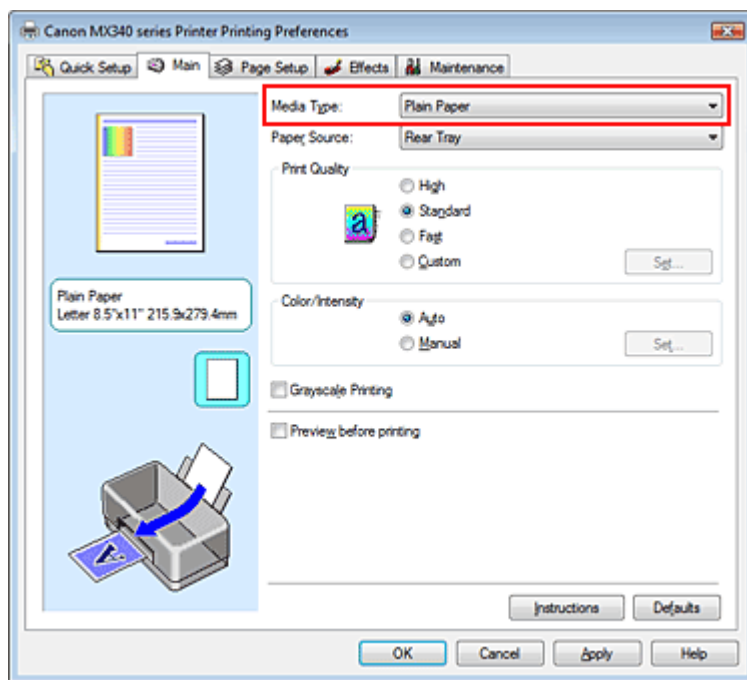
Click Matching tab, and select None for Color Correction.
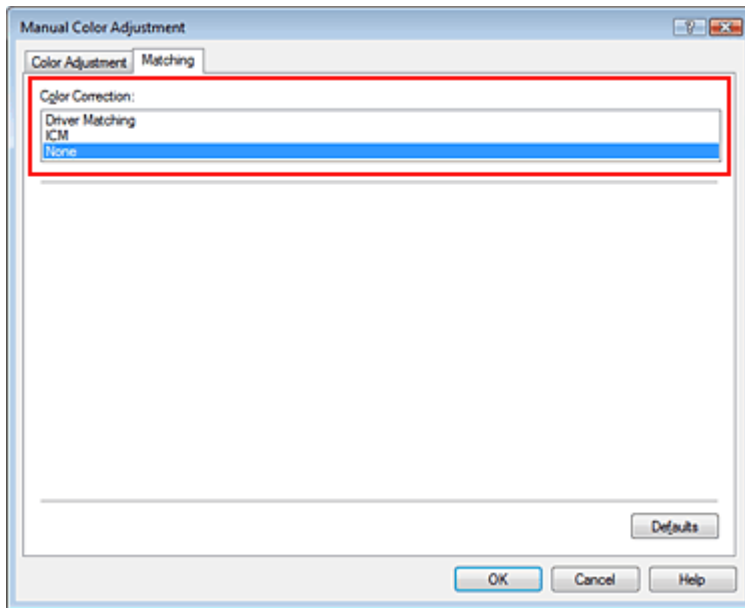
6. Set the other items

If necessary, click Color Adjustment tab, and adjust the color balance (Cyan, Magenta, Yellow) and adjust Brightness, Intensity, and Contrast settings, and then click OK.

7. Complete the setup

Click OK on the Main tab.
When you execute print, the printer uses the color space of the image data.

Specify an ICC Profile with the Printer Driver, and then Print

Print from a program that cannot identity input ICC profiles or does allow you to specify one by specifying input ICC profiles from printer profiles of the printer driver. When printing Adobe RGB data, you can print the data with the Adobe RGB color space even if the application software does not support Adobe RGB.

1. Open the printer driver setup window

2. Select the media type

Select the type of paper loaded in the machine from the Media Type list on the Main tab.
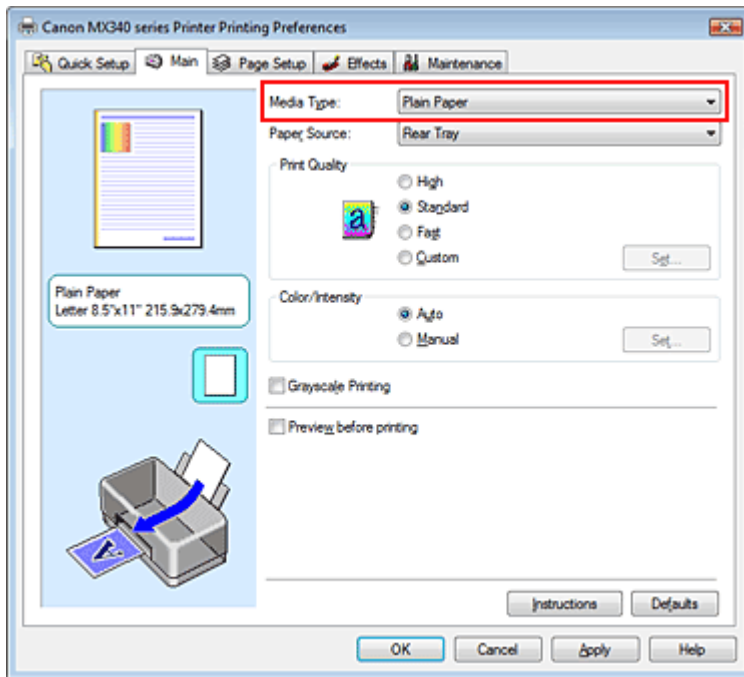
3. Select the print quality

For Print Quality, select High, Standard, or Fast according to your purpose.

4. Select the manual color adjustment

Select Manual for Color/Intensity, and click Set....
Manual Color Adjustment dialog box opens.

5. Select color correction

Click Matching tab, and select ICM or ICC Profile Matching for Color Correction.
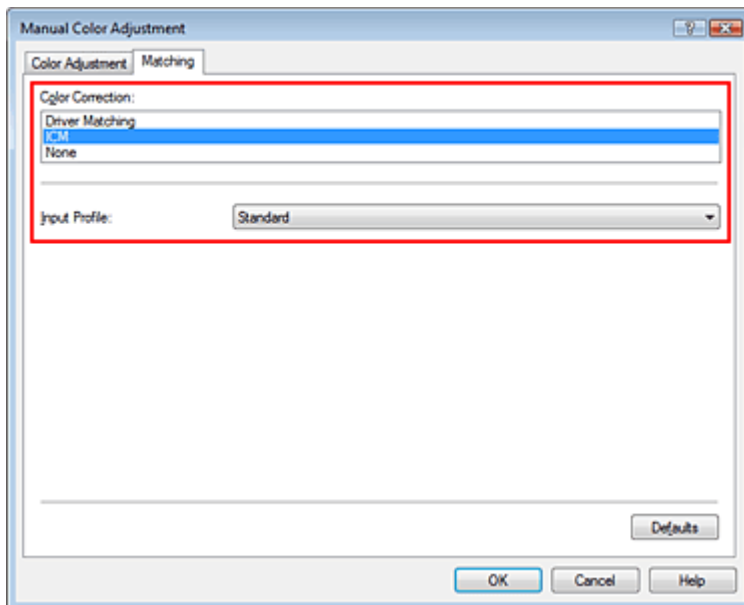
6. Select the input profile

Select an Input Profile that matches the color space of the image data.

- **For sRGB data or data without an input ICC profile:**

  Select Standard.

- **For Adobe RGB data:**

Select Adobe RGB (1998).

> ⚑ **Important**
>
> - When the application software specifies an input profile, the input profile setting of the printer driver becomes invalid.
> - When no input ICC profiles are installed on your computer, Adobe RGB (1998) is not displayed. You can install ICC profiles from the Setup CD-ROM that accompanies the machine.

7. Set the other items

If necessary, click Color Adjustment tab, and adjust the color balance (Cyan, Magenta, Yellow) and adjust Brightness, Intensity, and Contrast settings, and then click OK.

8. Complete the setup

Click OK on the Main tab.
When you execute print, the printer uses the color space of the image data.

Related Topics
➡ Selecting a Combination of the Print Quality Level and a Halftoning Method
➡ Specifying Color Correction
➡ Adjusting Color Balance
➡ Adjusting Brightness
➡ Adjusting Intensity
➡ Adjusting Contrast

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![Advanced Guide]

Adjusting Color Balance

You can adjust the color tints when printing.
Since this function adjusts color balance of the output by changing the ink ratios of each color, it changes the total color balance of the document. Use the application software when you want to change the color balance significantly. Use the printer driver only when you want to adjust the color balance slightly.
The following sample shows the case when color balance is used to intensify cyan and to diminish yellow so that the overall colors are more uniform.

No adjustment   Adjust color balance

The procedure for adjusting color balance is as follows:

You can also set color balance on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

On the Main tab, select Manual for Color/Intensity, and click Set....
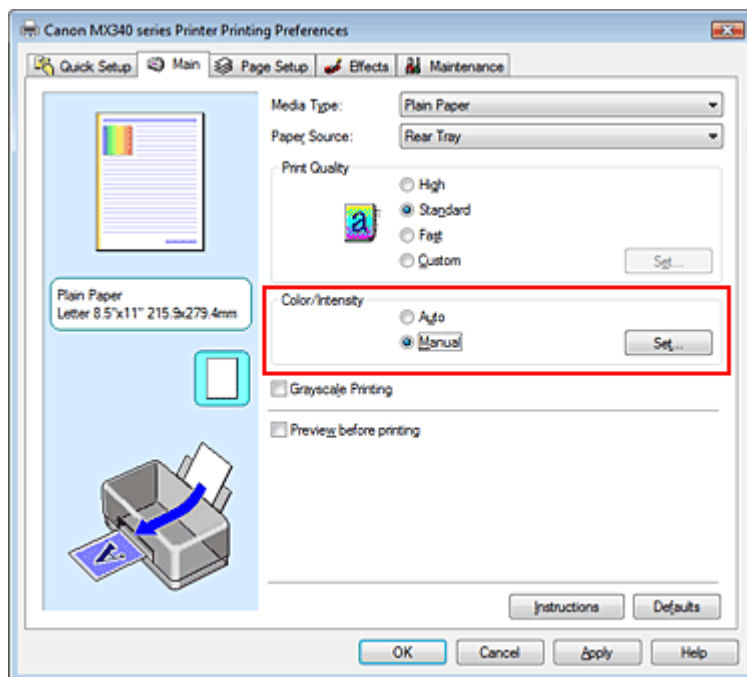
The Manual Color Adjustment dialog box opens.

3. Adjust color balance

There are individual sliders for Cyan, Magenta, and Yellow. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, when cyan becomes weaker, the color red becomes stronger.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click OK.
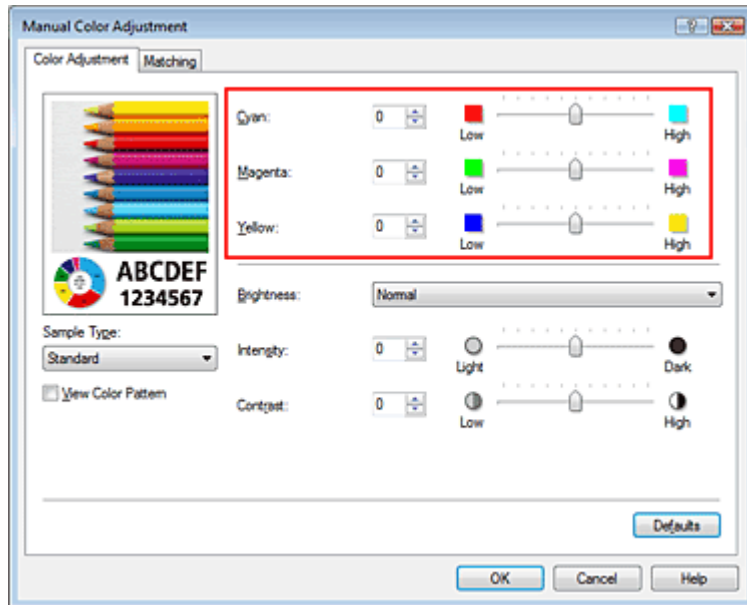
Important

- Adjust the slider gradually.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the document is printed with the adjusted color balance.

Important

- When the Grayscale Printing check box on the Main tab is checked, Cyan, Magenta, and Yellow appear grayed out and are unavailable.

Related Topics

➡ Selecting a Combination of the Print Quality Level and a Halftoning Method

➡ Specifying Color Correction

➡ Adjusting Brightness

➡ Adjusting Intensity

➡ Adjusting Contrast

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![Advanced Guide]

Adjusting Brightness

You can change the brightness of the overall image data during printing.
This function does not change pure white or pure black but it changes the brightness of the intermediate colors.
The following sample shows the print result when the brightness setting is changed.

| Light is selected | Normal is selected | Dark is selected |

The procedure for adjusting brightness is as follows:

You can also set brightness on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

On the Main tab, select Manual for Color/Intensity, and click Set....
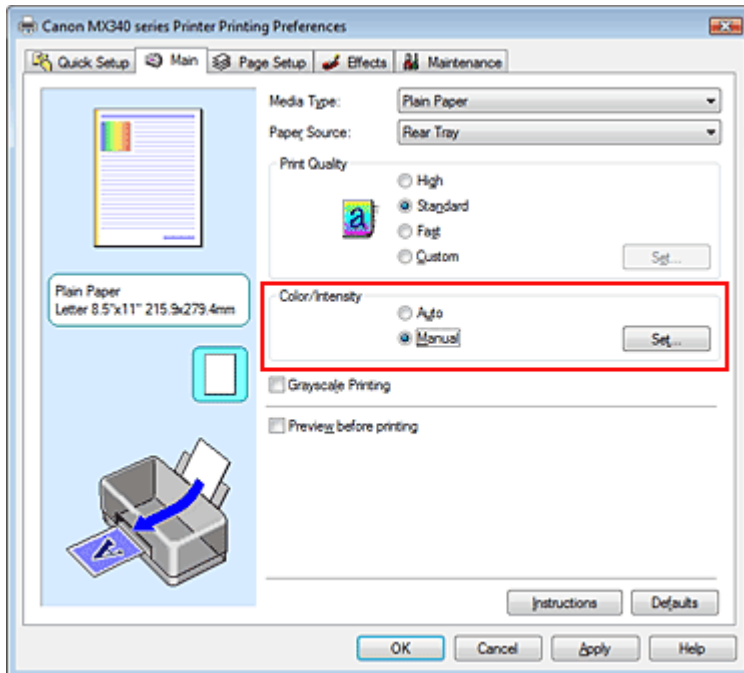
The Manual Color Adjustment dialog box opens.

3. Specify the brightness

Select Light, Normal, or Dark for Brightness, and click OK. The current settings are displayed in the settings preview on the left side of the printer driver.
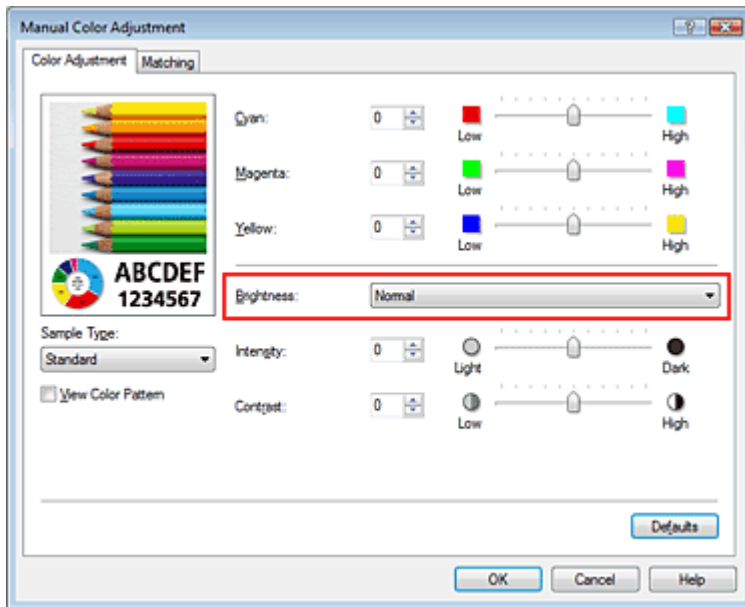
4. Complete the setup

Click OK on the Main tab.
When you execute print, the data is printed at the specified brightness.

Related Topics

➡ Selecting a Combination of the Print Quality Level and a Halftoning Method

➡ Specifying Color Correction

➡ Adjusting Color Balance

➡ Adjusting Intensity

➡ Adjusting Contrast

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Adjusting Intensity

You can dilute (brighten) or intensify (darken) the colors of the overall image data during printing.
The following sample shows the case when the intensity is increased so that all colors become more intense when the image data is printed.

No adjustment	Higher intensity

The procedure for adjusting intensity is as follows:

You can also set intensity on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

Select Manual for Color/Intensity on the Main tab, and click Set....
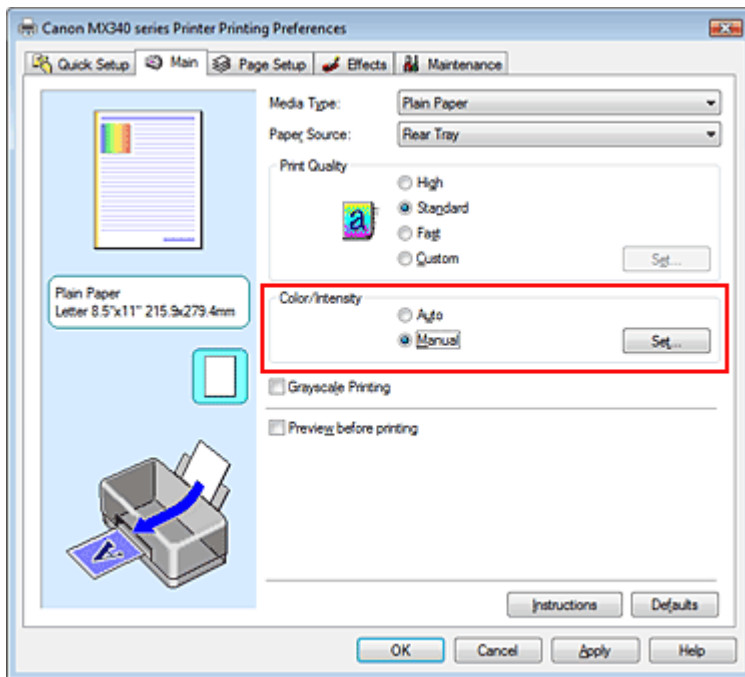
The Manual Color Adjustment dialog box opens.

3. Adjust intensity

Moving the Intensity slider to the right intensifies (darkens) the colors. Moving the slider to the left dilutes (brightens) the colors.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click OK.
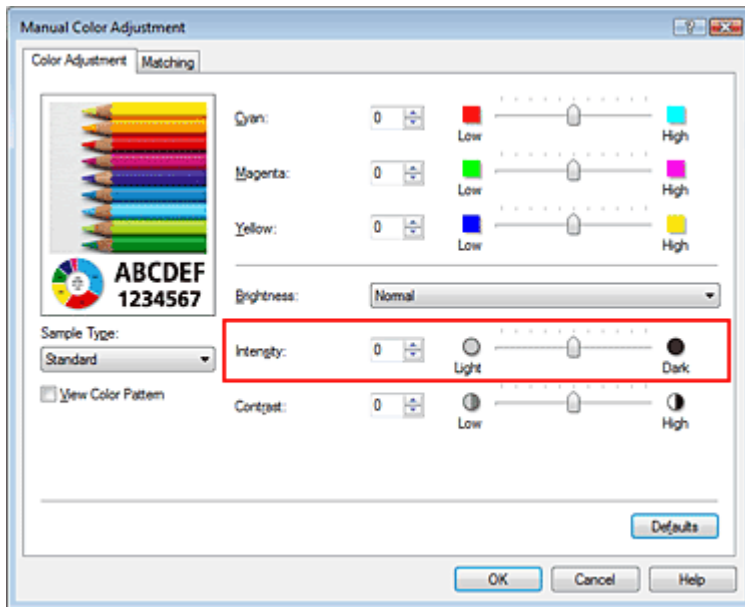
> ⚑ **Important**
>
> - Adjust the slider gradually.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the image data is printed with the adjusted intensity.

Related Topics

➡ Selecting a Combination of the Print Quality Level and a Halftoning Method

➡ Specifying Color Correction

➡ Adjusting Color Balance

➡ Adjusting Brightness

➡ Adjusting Contrast

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Advanced Guide

Adjusting Contrast

You can adjust the image contrast during printing.
To make the differences between the light and dark portions of images greater and more distinct, increase the contrast. On the other hand, to make the differences between the light and dark portions of images smaller and less distinct, reduce the contrast.

No adjustment   Adjust the contrast

The procedure for adjusting contrast is as follows:

You can also set contrast on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

On the Main tab, select Manual for Color/Intensity, and click Set....
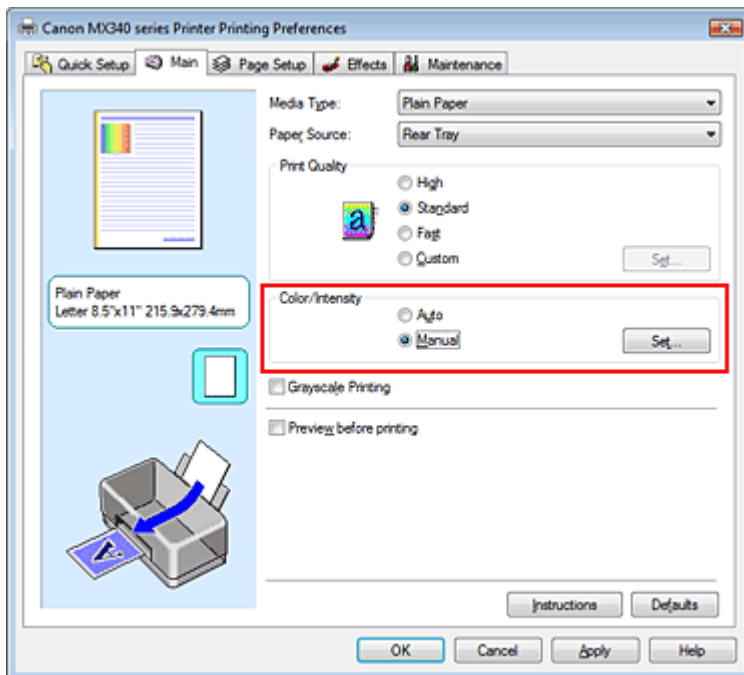
The Manual Color Adjustment dialog box opens.

3. Adjust the contrast

Moving the Contrast slider to the right increases the contrast, and moving it to the left decreases the contrast.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click OK.
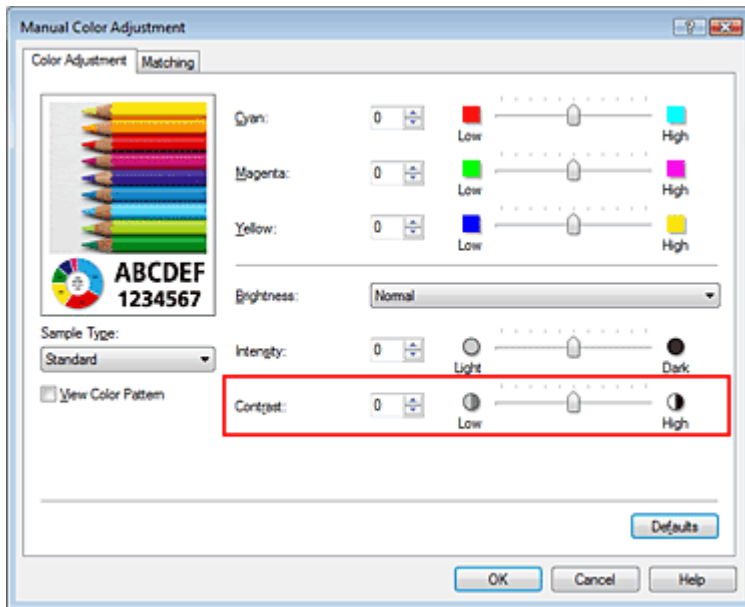
Important

- Adjust the slider gradually.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the image is printed with the adjusted contrast.

Related Topics

➡ Selecting a Combination of the Print Quality Level and a Halftoning Method

➡ Specifying Color Correction

➡ Adjusting Color Balance

➡ Adjusting Brightness

➡ Adjusting Intensity

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Advanced Guide

Advanced Guide > Printing from a Computer > Printing with Other Application Software > Changing the Print Quality and Correcting Image Data > Simulating an Illustration

Simulating an Illustration

This feature is unavailable when the XPS printer driver is used.

With the Simulate Illustration function, you can print full-color or 256-color image data so that it looks like a hand-drawn illustration. This function adds different effects to the original profile and colors.
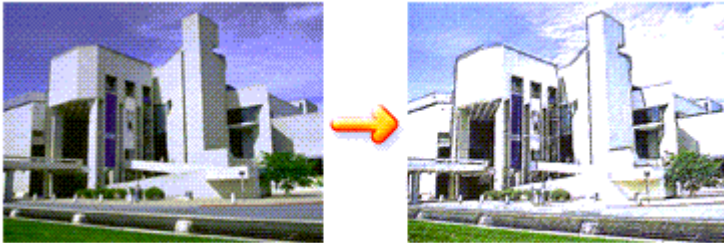
The procedure for performing Simulate Illustration is as follows:

1. Open the printer driver setup window

2. Set the Simulate Illustration

If necessary, check the Simulate Illustration check box on the Effects tab, and adjust the Contrast. Moving the slider to the right lightens the image data and moving the slider to the left darkens the image data.
The current settings are displayed in the settings preview on the left side of the printer driver.
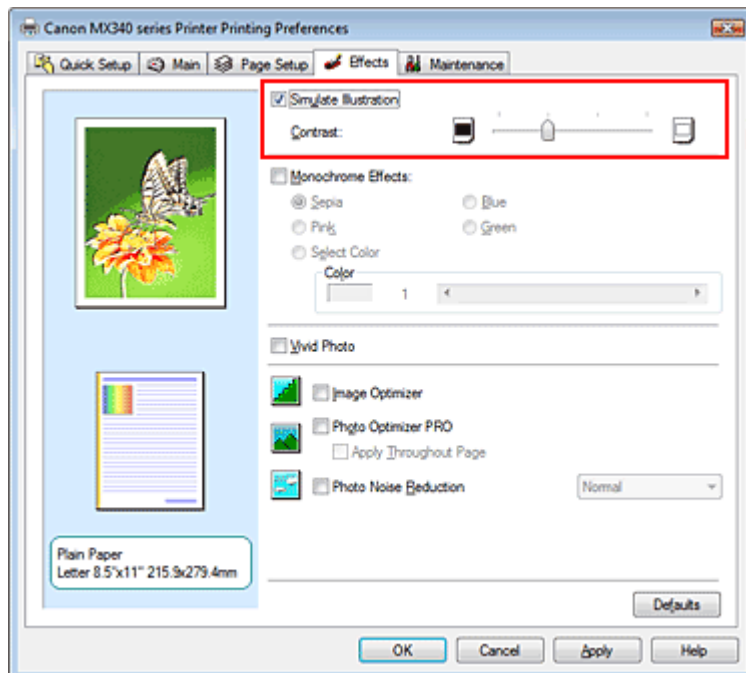
3. Complete the setup

Click OK.
When you execute print, the image will be printed so that it looks hand-drawn.

Advanced Guide

Representing Image Data with a Single Color

This feature is unavailable when the XPS printer driver is used.

With the Monochrome Effects function, you can benefit from coloring effects such as changing a photograph to a sepia tone image.
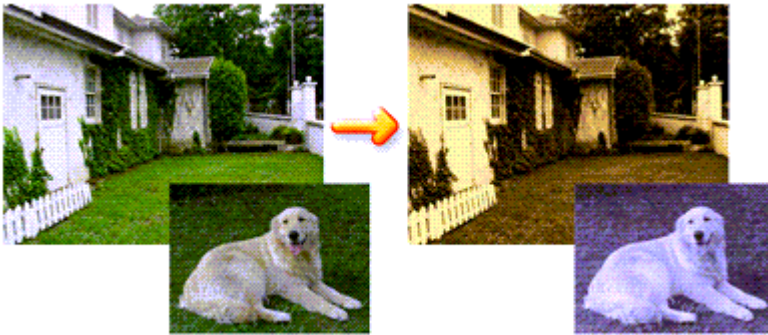
The procedure for performing Monochrome Effects is as follows:

1. Open the printer driver setup window

2. Set Monochrome Effects

Check the Monochrome Effects check box on the Effects tab and select your desired color.
When you use Select Color, move the Color slider to specify the color you want.
The current settings are displayed in the settings preview on the left side of the printer driver.
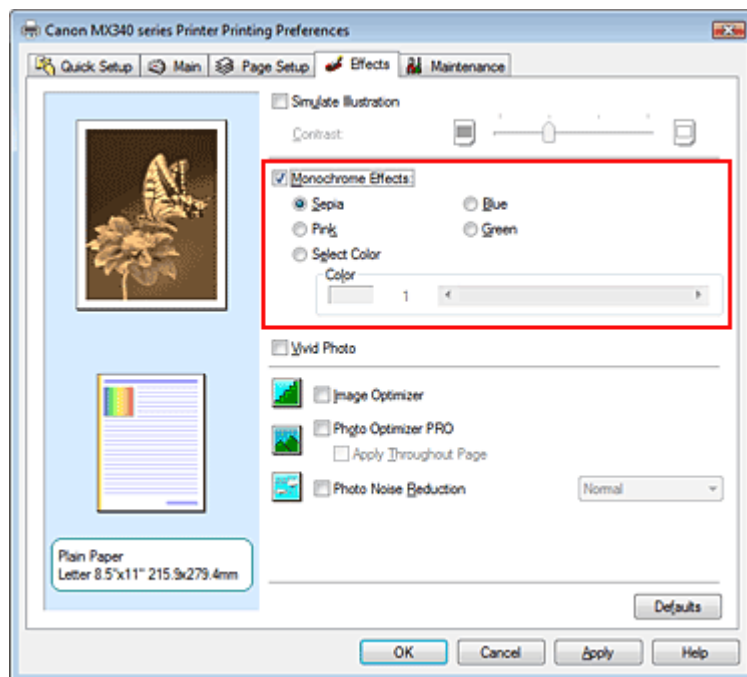
3. Complete the setup

Click OK.
When you execute print, the image will be printed with a single color.

 Important

- When the Grayscale Printing check box on the Main tab is checked, Monochrome Effects appears grayed out and is unavailable.

Advanced Guide

Presenting Image Data with Vivid Colors

This feature is unavailable when the XPS printer driver is used.

The Vivid Photo function allows you to print image data with vivid colors.
The vivid photo function emphasizes the colors in background sceneries while maintaining the human skin color natural. By using this function, you can make vivid hues appear even more vivid.
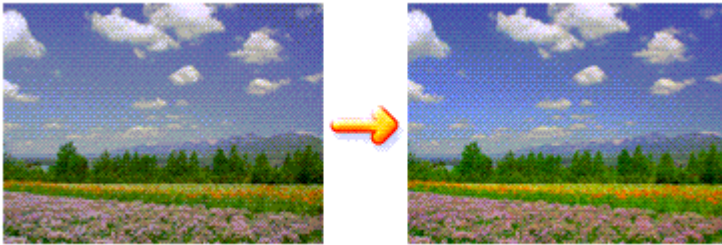
The procedure for performing Vivid Photo is as follows:

You can also set vivid photos on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Additional Features.

1. Open the printer driver setup window

2. Set Vivid Photo

Check the Vivid Photo check box on the Effects tab.
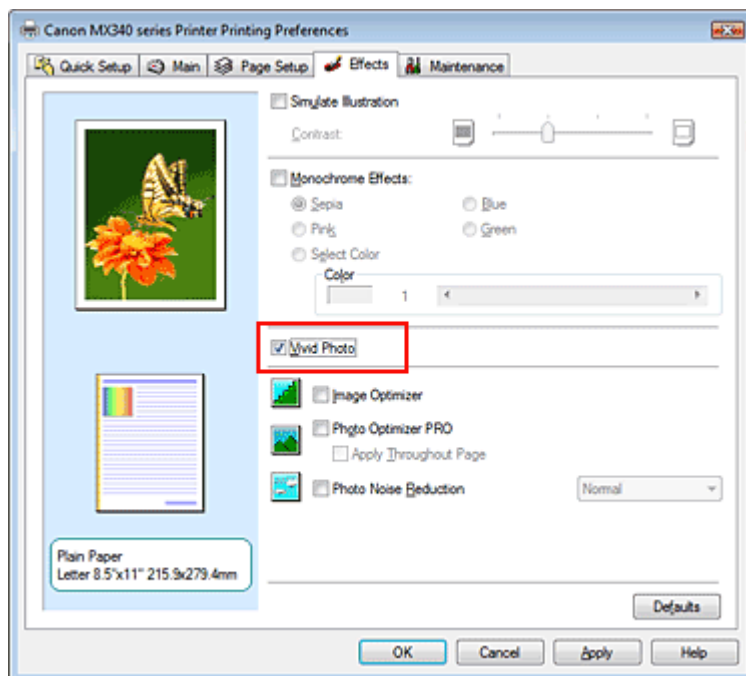
3. Complete the setup

Click OK.
When you execute print, the image will be printed with vivid colors.

Advanced Guide

Smoothing Jagged Outlines

This feature is unavailable when the XPS printer driver is used.

The Image Optimizer function reduces the jagged outlines that are produced when photos and graphics are enlarged with your application. It allows you to print smooth outlines. This feature is especially useful when printing low-resolution images from Web pages.
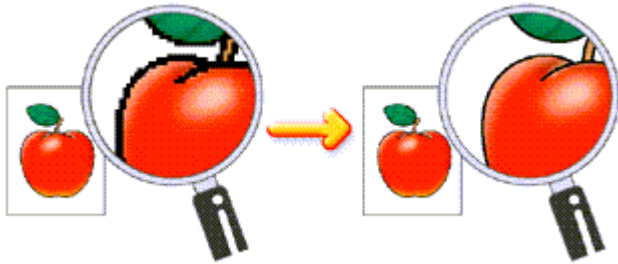
The procedure for performing Image Optimizer is as follows:

1. Open the printer driver setup window

2. Set image optimizer

Check the Image Optimizer check box on the Effects tab.
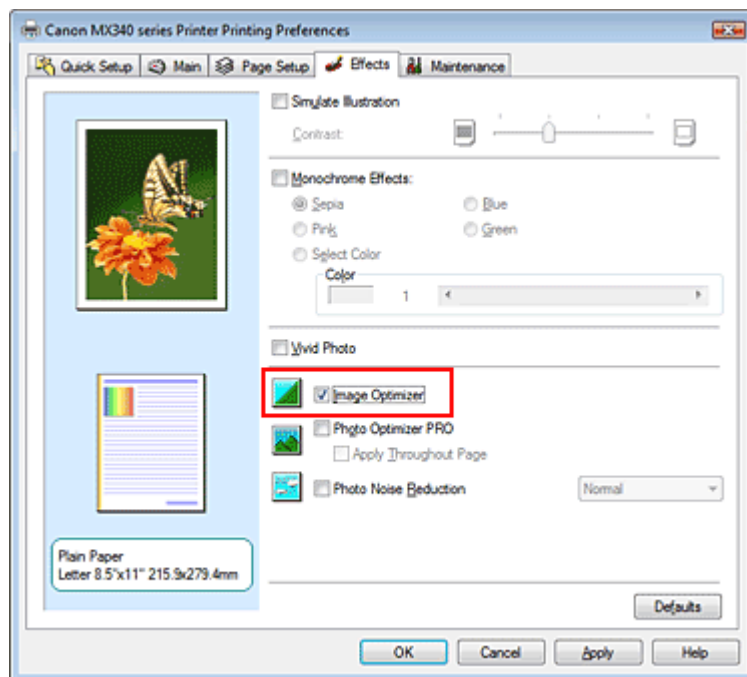
3. Complete the setup

Click OK.
The photos and graphics will be printed with jagged outlines smoothed.

📖 **Note**

- Depending on application software or resolution of image data, the image optimizer may have no discernible effects.
- It may take longer to complete printing when the image optimizer is used.

Advanced Guide

Changing Color Properties to Improve Coloration

This feature is unavailable when the XPS printer driver is used.

The Photo Optimizer PRO function corrects colors of digital camera images or scanned images. It is specially designed to compensate for color shift, overexposure, and underexposure.
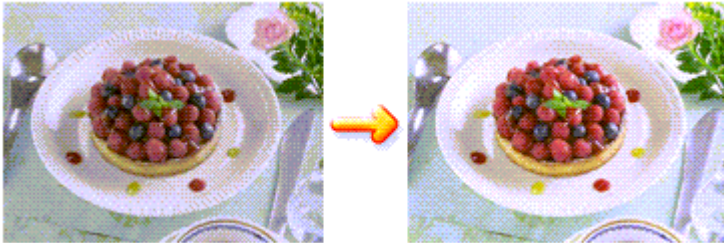
The procedure for performing Photo Optimizer PRO is as follows:

1. Open the printer driver setup window

2. Set Photo Optimizer PRO

Check the Photo Optimizer PRO check box on the Effects tab.
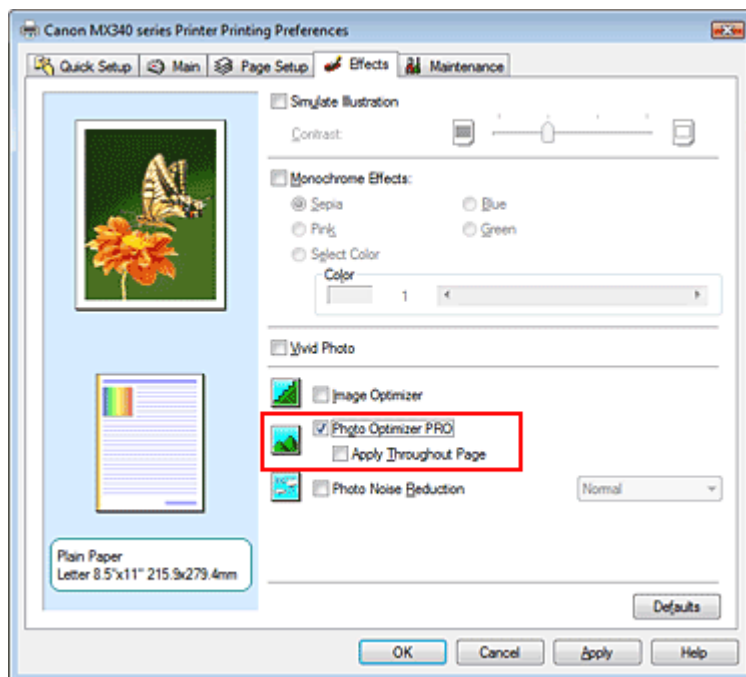
Normally there is no need to check the Apply Throughout Page check box.
Images within each page are optimized on an image-by-image basis.

📖 **Note**

- Check the Apply Throughout Page check box when printing image data that has been processed, such as being cropped or rotated. In this case the entire page will be treated as a single image to be optimized.

3. Complete the setup

Click OK.

When you execute print, the printer corrects the photo coloring and prints out the photos.

Important

- Photo Optimizer PRO does not function when:
  - Background is set in the Stamp/Background dialog box on the Page Setup tab.
  - Define Stamp... is selected in the Stamp/Background dialog box on the Page Setup tab, and the bitmapped stamp is configured.

Note

- Depending on images, the Photo Optimizer PRO may have no discernible effect.

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Reducing Photo Noise

This feature is unavailable when the XPS printer driver is used.

With the Photo Noise Reduction function, you can reduce the digital camera noise and improve the image quality of the digital print.
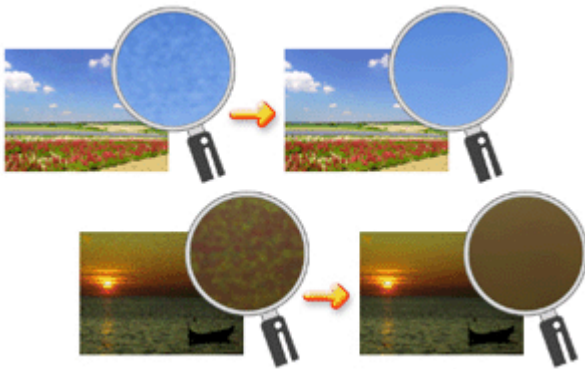
The procedure for performing Photo Noise Reduction is as follows:

1. Open the printer driver setup window

2. Set Photo Noise Reduction

Check the Photo Noise Reduction check box on the Effects tab and select Normal or Strong for the level.
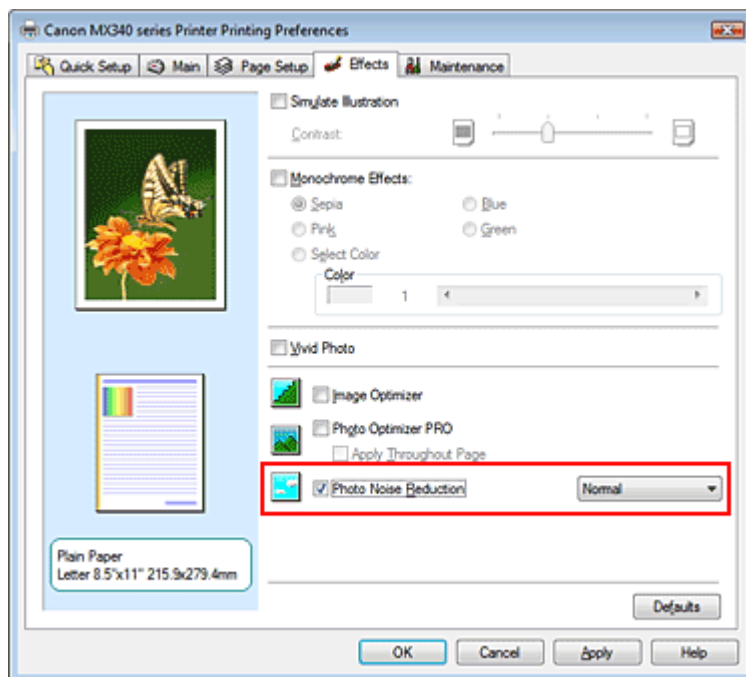
3. Complete the setup

Click OK.
When you execute print, the image will be printed with the digital camera noise being reduced.

📖 **Note**

- It is recommended to select Normal for most cases. Select Strong if you have selected Normal and the noise still bothers you.
- Depending on application software or resolution of image data, effects of digital camera noise reduction may not be obvious.
- When this function is used for other than photos taken by digital cameras, image may be distorted.

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➡ Canon IJ Printer Driver

➡ XPS Printer Driver

➡ How to Open the Printer Driver Setup Window

➡ Maintenance Tab

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Printer Driver Operations

MA-6017-V1.00

| Instructions for Use (Printer Driver) | How to Use This Manual | Printing This Manual |

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Setting a Page Size and Orientation

Setting the Number of Copies and Printing Order

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Advanced Guide > Printing from a Computer > Printing with Other Application Software > Overview of the Printer Driver > Canon IJ Printer Driver

Canon IJ Printer Driver

The Canon IJ printer driver is software that is installed on your computer for printing data on this machine.

The Canon IJ printer driver converts the print data created by your Windows application into data that your printer can understand, and sends the converted data to the printer.

Because different models support different print data formats, you need a Canon IJ printer driver for the specific model you are using.

How to Use Printer Driver Help

You can display the Help describing the driver setting items through the printing preferences screen of the Canon IJ printer driver.

- **To view all descriptions of a tab...**

  Click the Help button on each tab. A dialog box opens, displaying a description of each item on the tab.
  You can also click the link found in the description of an item to display a description of the linked dialog box.

- **To see a description for each item...**

  Right-click the item you want to learn about and then click What's This?.

  Alternatively, when the [?] Help button is found at the right end of the title bar, click that button, and then click the item you want to learn about.
  A description of the item is displayed.

Related Topic

➡ How to Open the Printer Driver Setup Window

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Advanced Guide

XPS Printer Driver

The following two printer drivers can be installed on Windows Vista SP1 or later:

- IJ printer driver

- XPS printer driver

The XPS printer driver is suited to print from an application that supports XPS printing.

▶ Important

- To use the XPS printer driver, the standard IJ printer driver must already be installed on your computer.
- With the XPS printer driver, application software distributed with printers, such as Easy-PhotoPrint EX and My Printer, cannot be used.

Installing the XPS Printer Driver

Load the Setup CD-ROM that comes with the machine, and then select "XPS Printer Driver" from Custom Install to install the driver.

Using the XPS Printer Driver

To use the XPS printer driver for printing, open the Print dialog box in application you are using, and select "your printer name XPS."

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How to Open the Printer Driver Setup Window

The printer driver setup window can be displayed through the application software in use or the Start menu of the Windows.

Open the Printer Driver Setup Window through the Application Software

Follow the procedure below to configure printing profile when printing.

1. Select the command you perform printing on the application software in use

In general, select Print on the File menu to open the Print dialog box.

2. Select your model name and click Preferences (or Properties)

The printer driver setup window appears.

> **Note**
> - Depending on application software you use, command names or menu names may vary and there may be more steps. For details, refer to the user's manual of your application software.

Open the Printer Driver Setup Window through the Start Menu

Follow the procedure below to perform maintenance operations such as print head cleaning, or to configure printing profile that are common for all application software.

1. Select items from the Start menu as shown below:
- If you are using Windows 7, select the Start menu -> Devices and Printers.

- If you are using Windows Vista, select the Start menu -> Control Panel -> Hardware and Sound -> Printers.

- If you are using Windows XP, select the start menu -> Control Panel -> Printers and Other Hardware -> Printers and Faxes.

- If you are using Windows 2000, select the Start menu -> Settings -> Printers.

2. Right-click your model name icon, and then select Printing Preferences... from the displayed menu

The printer driver setup window appears.

> **Important**
> - Opening the printer driver setup window through Printer properties (Windows 7) or Properties (Windows Vista, Windows XP, Windows 2000) displays such tabs regarding the Windows functions as the Ports (or Advanced) tab. Those tabs do not appear when opening through Printing Preferences... or application software. For tabs regarding Windows functions, refer to the user's manual for the Windows.

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Advanced Guide > Printing from a Computer > Printing with Other Application Software > Overview of the Printer Driver > Canon IJ Printer Driver > Maintenance Tab

Maintenance Tab

The Maintenance tab allows you to perform machine maintenance or change the settings of the machine.
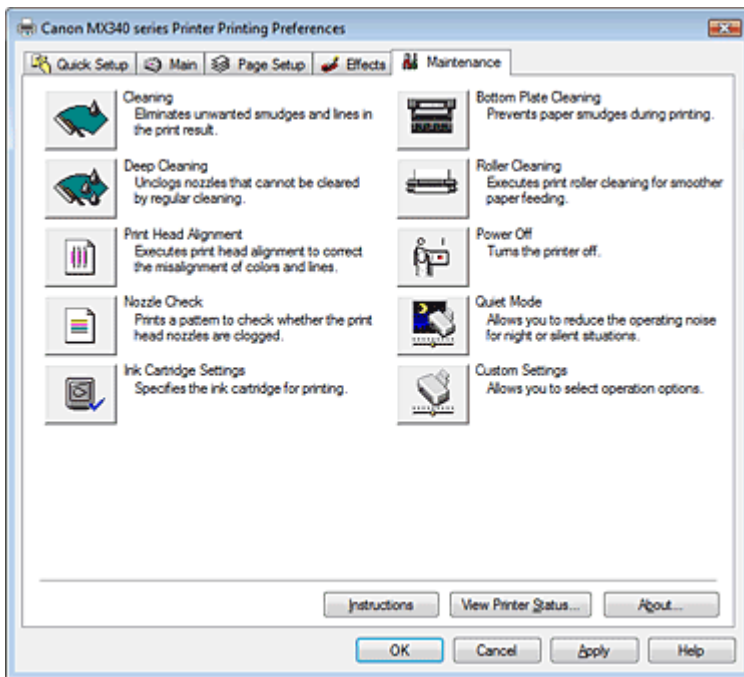
Features

➡ Cleaning the Print Heads
➡ Cleaning the Paper Feed Rollers
➡ Aligning the Print Head Position
➡ Checking the Print Head Nozzles
➡ Cleaning Inside the Machine
➡ Setting the Ink Cartridge
➡ Managing the Machine Power

Related Features

➡ Reducing the Machine Noise
➡ Changing the Machine Operation Mode

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Canon IJ Status Monitor

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

The Canon IJ Status Monitor is an application software that shows the status of the printer and the progress of printing on the Windows screen. You will know the status of the printer with graphics, icons, and messages.

Launching the Canon IJ Status Monitor

The Canon IJ Status Monitor launches automatically when data is sent to the printer. When launched, the Canon IJ Status Monitor appears as a button on the task bar.

Click the status monitor button displayed on the task bar. The Canon IJ Status Monitor appears.
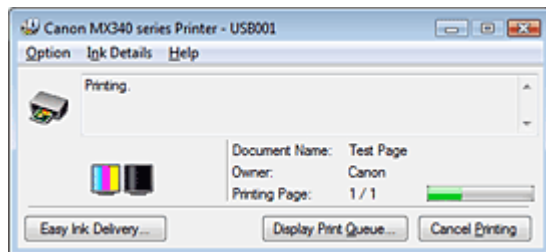
Note

- To open the Canon IJ Status Monitor when the printer is not printing, open the printer driver setup window and click View Printer Status... on the Maintenance tab.

When Errors Occur

The Canon IJ Status Monitor is automatically displayed if an error occurs (e.g., if the printer runs out of paper or if the ink is low).
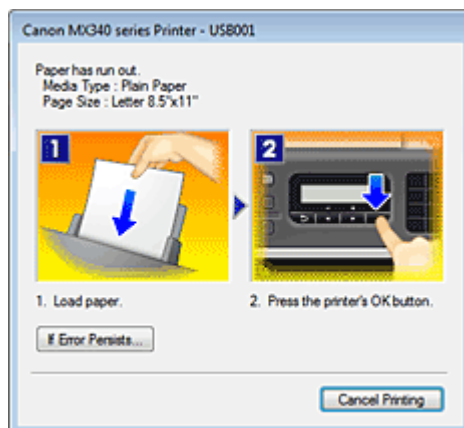
In such cases, take the appropriate action as described.

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Advanced Guide > Printing from a Computer > Printing with Other Application Software > Overview of the Printer Driver > Canon IJ Preview

Canon IJ Preview

The Canon IJ Preview is an application software that displays what the print result will look like before a document is actually printed.

The preview reflects the information that is set within the printer driver and allows you to check the document layout, print order, and number of pages. You can also change the media type settings.

When you want to display a preview before printing, open the printer driver setup window , click the Quick Setup tab or the Main tab, and check the Preview before printing check box.

When you do not want to display a preview before printing, uncheck the check box.

▶ Important

- If you are using the XPS printer driver, see " Editing the Print Document or Reprinting from the Print History."

Related Topic

➡ Displaying the Print Results before Printing

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Advanced Guide

Printing Using the Operation Panel of the Machine

➡ Printing Lined Paper or Graph Paper

➡ Copying

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Advanced Guide > Printing Using the Operation Panel of the Machine > Printing Lined Paper or Graph Paper

Printing Lined Paper or Graph Paper

➡ Printing Template Forms Such As Lined Paper or Graph Paper

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Printing Template Forms Such As Lined Paper or Graph Paper

You can print a template form such as lined paper, graph paper, or check list, etc. on A4, B5, or Letter-sized plain paper.
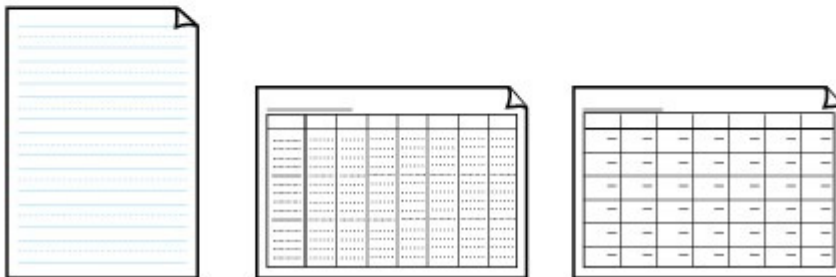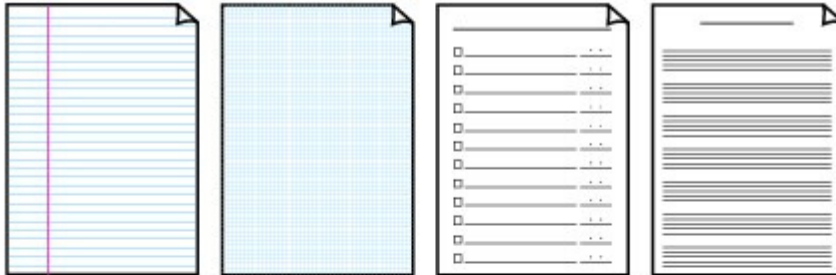
1. Make sure that the machine is turned on.

2. Load A4, B5, or Letter-sized plain paper.

3. Press the **Menu** button repeatedly until Template print appears.

4. Use the ◀▶ button to select the template you want to print, then press the **OK** button.
   The following templates are available:

   - **Notebook paper**

     You can select three line spacing formats.
     - Notebook paper 1: 8 mm spacing
     - Notebook paper 2: 7 mm spacing
     - Notebook paper 3: 6 mm spacing

   - **Graph paper**

     You can select two square sizes.
     - Graph paper 1: Graph 5 mm
     - Graph paper 2: Graph 3 mm

     Note
     - You cannot print Graph paper on B5 sized paper.

   - **Checklist**

You can print a notepad with checkboxes.

- **Staff paper**

  You can print staff paper with 10 or 12 staves.

  - Staff paper 1: 10 staves
  - Staff paper 2: 12 staves

- **Handwriting paper**

  You can print handwriting paper.

- **Weekly schedule**

  You can print a weekly schedule form.

- **Monthly schedule**

  You can print a monthly schedule form.

5. Use the ◄► button to specify the paper size, then press the **OK** button.

6. Make sure that Plain paper is selected, then press the **OK** button.

   Note

   - If any media type other than Plain paper is selected on the LCD, select Plain paper using the ◄► button.

7. Use the ◄ (-) ► (+) button or the Numeric buttons to specify the number of copies.

8. Press the **OK** button to start printing.

   The machine starts template printing.

![Advanced Guide]

Copying

➡ Making Copies

➡ Using Useful Copy Functions

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![Advanced Guide]

Making Copies

For the basic procedure to make copies, refer to Copying.

➡ Setting Items

➡ Reducing or Enlarging a Copy

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Advanced Guide

Setting Items

You can change the copy settings such as the page size, media type, or intensity.

In Copy mode, press the **Settings** button repeatedly to switch the item to set. Use the ◀▶ button to select the item, then press the **OK** button to set.

📖 **Note**

- The * (asterisk) on the LCD indicates the current setting.
- The settings of the page size, media type, or intensity are retained even if the machine is turned off.
- Some of the setting items are not available depending on the copy method.

- **Enlarge/Reduce**

  Select the reduction/enlargement method.

  ➡ Reducing or Enlarging a Copy

  Ex:

  ```
  Enlarge/Reduce
          Preset ratio        ▶
  ```
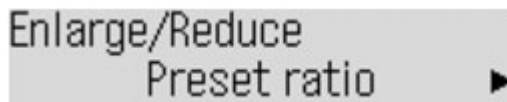
  Preset ratio/Magnification/Fit to page

- **Page size**

  Select the page size of the loaded paper.

  Ex:

  ```
  Page size
  ◀       *A4              ▶
  ```

  8.5"x11"(LTR)/8.5"x14"/Legal/A4/B5/A5/4"x6"(10x15cm)/5"x7"(13x18cm)

  📖 **Note**

  - Some of setting items are not available depending on the country or region of purchase.

- **Media type**

  Select the media type of the loaded paper.

  Ex:

  ```
  Media type
  ◀       *Plain paper      ▶
  ```
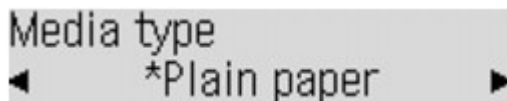
  Pro II/Pro Platinum/Plus Semi-gloss/Glossy/Matte/Plain paper/Plus Glossy II

- **Copy intensity**

  Change the intensity.

  Ex:

  ```
  Copy intensity
  ◀      *Manual adjust      ▶
  ```
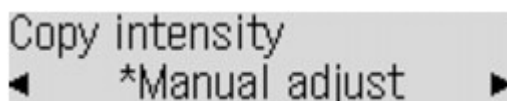
  Manual adjust/Auto adjust (A)

Note

- If you select Auto adjust (A), load the original on the Platen Glass.
- If you select Auto adjust (A), A appears on the LCD.
- If you select Manual adjust, use the ◀ button to decrease the intensity or the ▶ button to increase it.

- **Image quality**

  Adjust print quality according to the original.

  Ex:

  Image quality
  ◀   *Standard   ▶

  Fast/Standard/High

  Note

  - Fast can be selected only when the media type is set to Plain paper.
  - If you use Fast with the media type set to Plain paper and the quality is not as good as expected, select Standard or High and try copying again.
  - Select High to copy in grayscale. Grayscale renders tones in a range of grays instead of black or white.

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Reducing or Enlarging a Copy

1. Make sure that the machine is turned on.

2. Press the **COPY** button.

3. Load paper.

4. Load the original document on the Platen Glass or in the ADF.

   Note

   - Refer to Loading Paper / Originals for how to load the original on the Platen Glass or in the ADF.

5. Press the **Settings** button.

6. Use the ◄► button to select the reduction/enlargement method, then press the **OK** button.

   Ex:

   ```
   Enlarge/Reduce
          Preset ratio        ►
   ```
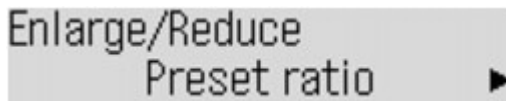
   Note

   - Some of reduction/enlargement methods are not available depending on the copy method.

   Preset ratio
   You can select one of the preset ratios to reduce or enlarge copies.
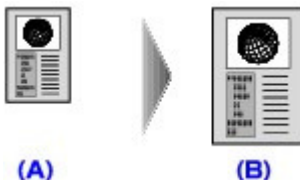
   (A) A5
   (B) A4
   Use the ◄► button to select a preset ratio to match the size of your original document and printing paper, then press **OK** button.

   Magnification
   You can specify the copy ratio as a percentage to reduce or enlarge copies.
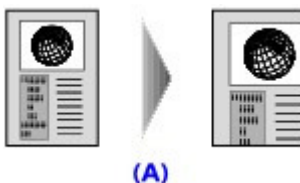
   (A) 125%
   Use the ◄► button or the Numeric buttons to specify the reduction or enlargement ratio (25 - 400 %), then press **OK** button.
   Press and hold down the ◄► button to quickly advance through the ratios. For details, refer to Key

repeat.

Fit to page
The machine automatically reduces or enlarges the image to fit the page size.

Note

- When you select Fit to page, the document size may not be detected correctly depending on the original. In this case, select Preset ratio or Magnification.
- When Fit to page is selected, load the document on the Platen Glass.

After you finish selecting the reduction/enlargement method, the LCD returns to the copy standby mode.

7. Use the ◄ (-) ► (+) button or the Numeric buttons to specify the number of copies.

Note

- You can change the page size, media type, intensity, or image quality by pressing the **Settings** button. For details, see Setting Items.

8. Press the **Color** button for color copying, or the **Black** button for black & white copying.

The machine starts copying.
Remove the original on the Platen Glass or from the Document Output Slot after copying is complete.

Important

- Do not open the Document Cover or move the loaded original until copying is complete.

Note

- To cancel copying, press the **Stop** button.

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Advanced Guide > Printing Using the Operation Panel of the Machine > Copying > Using Useful Copy Functions

Using Useful Copy Functions

Special Copy

Choose the copy method according to your purpose.

Note

- See Settings for Special Copy for how to select the copy method.

- **Frame erase**

    When copying thick originals such as books, you can make a copy without black margins around the image and gutter shadows.

    Copying Thick Originals Such as Books (Frame Erase)

- **Sticker copy**

    You can make stickers easily with the specified layout using Canon sticker paper.

    Copying on Stickers (Sticker Copy)

- **Borderless copy**

    You can copy images so that they fill the entire page without borders.

    Copying without Borders (Borderless Copy)

- **Image repeat**

    You can copy an image multiple times onto a single page. You can set the machine to automatically select the number of times it repeats the image, or you can specify the number.

    Repeating an Image on a Page (Image Repeat)

- **2-on-1 copy**

    You can copy two original pages onto a single sheet of paper by reducing each image.

    Copying Two Pages to Fit onto a Single Page (2-on-1 Copy)

- **4-on-1 copy**

    You can copy four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.

    Copying Four Pages to Fit onto a Single Page (4-on-1 Copy)

- **Collated copy**

    You can obtain sorted printouts when making multiple copies of a multi-paged original.

    Making Multiple Copies of an Entire Document (Collated Copy)

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Advanced Guide

Settings for Special Copy

1. Make sure that the machine is turned on.

2. Press the **COPY** button.

3. Load paper.

4. Load the original document on the Platen Glass or in the ADF.

   Note

   - For details on the types and conditions of originals which you can copy, refer to Loading Paper / Originals.

5. Press the **Menu** button to display Special copy on the LCD.

6. Use the ◄► button to select the copy method.

   Note

   - To cancel Special copy settings, press the **Stop** button. If the number of copies, the intensity, or the magnification has been set already, press the **Stop** button twice.

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Copying Two Pages to Fit onto a Single Page (2-on-1 Copy)

Copying Two Pages to Fit onto a Single Page (2-on-1 Copy)

You can copy two original pages (A) (B) onto a single sheet of paper (C) by reducing each image.
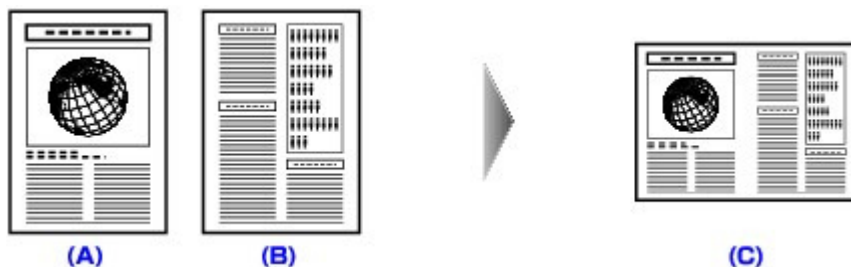
➡Settings for Special Copy

1. Use the ◀▶ button to select 2-on-1 copy, then press the **OK** button.

If a page size setting or a media type setting is selected that cannot be used in 2-on-1 copying, the LCD displays the following message.

1. Press the ◀▶ button to select the page size, then press the **OK** button.
2. Press the ◀▶ button to select the media type, then press the **OK** button.

2. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

3. Press the **Settings** button to adjust the settings as necessary.

➡Setting Items

4. Press the **Color** button for color copying, or the **Black** button for black & white copying.

- When the document has been loaded on the Platen Glass:
  When the first sheet of document finishes being scanned, the message below is displayed.

  If you have another sheet of document to scan, load it on the Platen Glass and press the **OK** button.
  If you do not need more scanning, press the ✳ button to start copying.
- When the document has been loaded in the ADF:
  The machine starts scanning the next sheet of document automatically after one sheet of document finishes being scanned.

Note

- If Memory is full appears on the LCD when scanning, set the print quality to Standard or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the print quality to Fast and try copying again.

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Copying Four Pages to Fit onto a Single Page (4-on-1 Copy)

You can copy four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.
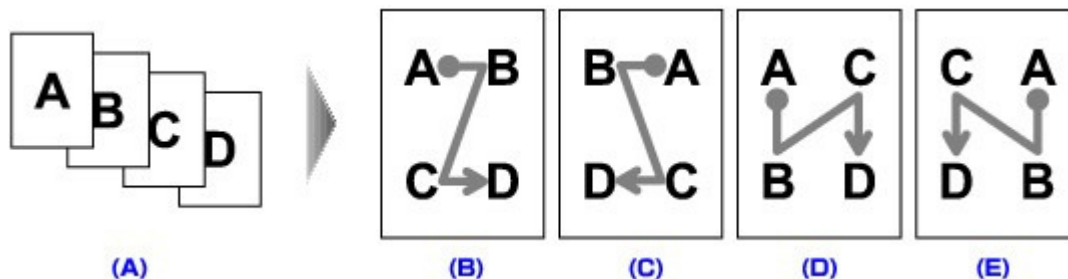
(A) Originals

(B) Layout 1

(C) Layout 2

(D) Layout 3

(E) Layout 4

➡ Settings for Special Copy

1. Use the ◀▶ button to select 4-on-1 copy, then press the **OK** button.

2. Use the ◀▶ button to specify the layout pattern, then press the **OK** button.

You can select Layout 1, Layout 2, Layout 3, or Layout 4.
If a page size setting or a media type setting is selected that cannot be used in 4-on-1 copying, the LCD displays the following message.

```
Size:      <      *A4      >
Type:        *Plus GlossyII
```

1. Press the ◀▶ button to select the page size, then press the **OK** button.
2. Press the ◀▶ button to select the media type, then press the **OK** button.

3. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

4. Press the **Settings** button to adjust the settings as necessary.

➡ Setting Items

5. Press the **Color** button for color copying, or the **Black** button for black & white copying.

- When the document has been loaded on the Platen Glass:
  When each sheet, from the first to third sheet of document, finishes being scanned, the message below is displayed.

```
Scan next page →[OK]
Start print    →[*]
```

If you have another sheet of document to scan, load it on the Platen Glass and press the **OK** button.
If you do not need more scanning, press the ✳ button to start copying.

- When the document has been loaded in the ADF:
  The machine starts scanning the next sheet of document automatically after one sheet of document finishes being scanned.

📖 Note

- If Memory is full appears on the LCD when scanning, set the print quality to Standard or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the print quality to Fast and try copying again.

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Copying without Borders (Borderless Copy)

Copying without Borders (Borderless Copy)

You can copy images so that they fill the entire page without borders.
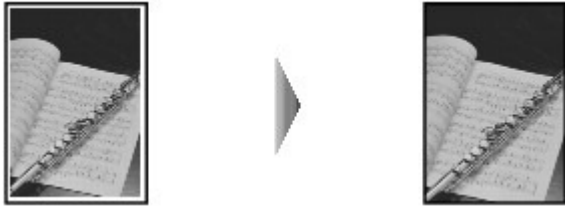
➡Settings for Special Copy

1. Use the ◀▶ button to select Borderless copy, then press the **OK** button.

If a page size setting or a media type setting is selected that cannot be used in borderless copying, the LCD displays the following message.

    1. Press the ◀▶ button to select the page size, then press the **OK** button.

    2. Press the ◀▶ button to select the media type, then press the **OK** button.

2. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

3. Press the **Settings** button to adjust the settings as necessary.

➡Setting Items

4. Press the **Color** button for color copying, or the **Black** button for black & white copying.

The machine starts borderless copying.

Note

- Load the document on the Platen Glass when using this function.
- Slight cropping may occur at the edges since the copied image is enlarged to fill the whole page. You can change the width to be cropped from the borders of the original image as needed. However, the cropped area will be larger if the extension amount is large. For details, see Extended copy amt..
- For details on the paper size and the media type available for borderless copying, see Printing Area.

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Repeating an Image on a Page (Image Repeat)

You can copy an image multiple times onto a single page. You can set the machine to automatically select the number of times it repeats the image, or you can specify the number.

→ Settings for Special Copy

1. Use the ◀▶ button to select Image repeat, then press the **OK** button.

2. Use the ◀▶ button to select Auto or Manual layout, then press the **OK** button.

    If you selected Auto, proceed to step 5.
    If you selected Manual layout, proceed to step 3.

    Note
    - When selecting Auto for the number of times to repeat the image, set the document on the Platen Glass. You cannot use the ADF.

3. Use the ◀▶ button to set the vertical repeats, then press the **OK** button.

4. Use the ◀▶ button to set the horizontal repeats, then press the **OK** button.

5. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

6. Press the **Settings** button to adjust the settings as necessary.
    → Setting Items

7. Press the **Color** button for color copying, or the **Black** button for black & white copying.

    Note
    - The area scanned from the original depends on the reduction/enlargement setting.

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Advanced Guide > Printing Using the Operation Panel of the Machine > Copying > Using Useful Copy Functions > Making Multiple Copies of an Entire Document (Collated Copy)

Making Multiple Copies of an Entire Document (Collated Copy)

You can obtain sorted printouts when making multiple copies of a multi-paged original.

- **Collated copy selected.**
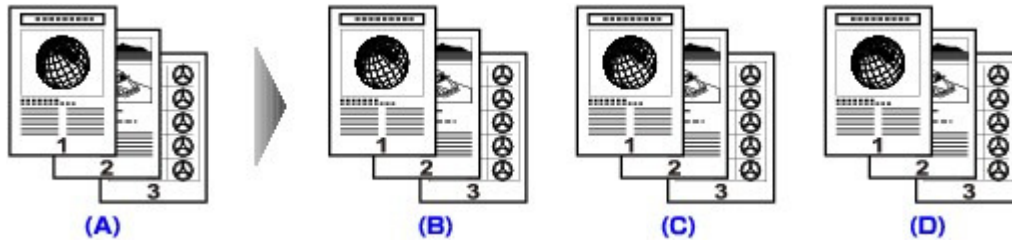
(A) Originals

(B) Copy 1

(C) Copy 2

(D) Copy 3

- **Collated copy not selected.**
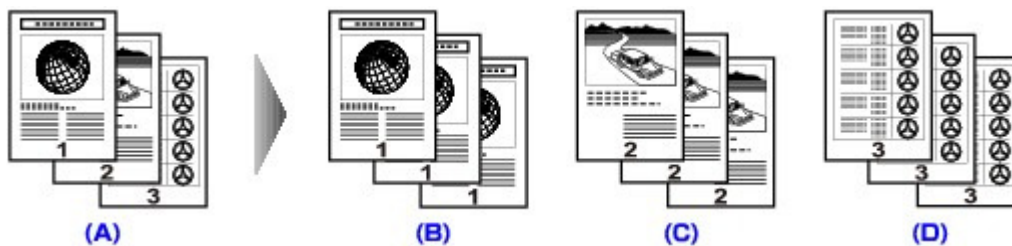
(A) Originals

(B) Copy 1

(C) Copy 2

(D) Copy 3

➡Settings for Special Copy

1. Use the ◄► button to select Collated copy, then press the **OK** button.

2. Use the ◄ (-) ► (+) button or the Numeric buttons to specify the number of copies.

3. Press the **Settings** button to adjust the settings as necessary.
   ➡Setting Items

4. Press the **Color** button for color copying, or the **Black** button for black & white copying.

📖**Note**

- Load the document in the ADF when using this function.
- The number of pages the machine can read varies with the document. If Memory is full appears on the LCD when scanning, reduce the number of document pages to scan and try copying again.

Copying Thick Originals Such as Books (Frame Erase)

Copying Thick Originals Such as Books (Frame Erase)

When copying thick originals such as books, you can make a copy without black margins around the image and gutter shadows. Using this function, you can reduce unnecessary ink consumption.
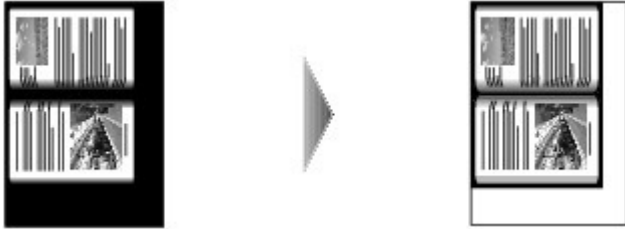
→ Settings for Special Copy

1. Use the ◄► button to select Frame erase, then press the **OK** button.

2. Use the ◄ (-) ► (+) button or the Numeric buttons to specify the number of copies.

3. Press the **Settings** button to adjust the settings as necessary.

   → Setting Items

4. Press the **Color** button for color copying, or the **Black** button for black & white copying.

Note

- Load the document on the Platen Glass when using this function.
- Close the Document Cover.
- There may be a narrow black margin that appears around the image. This function removes the dark margins only. If a scanned book is too thin or when the machine is used near a window or in a bright environment, a faint black frame may remain. Also, if the color of an original is dark, the machine cannot distinguish the document color from the shadow and this may cause slight cropping or a shadow on the crease.

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Copying on Stickers (Sticker Copy)

You can make stickers easily with the specified layout using Canon sticker paper.
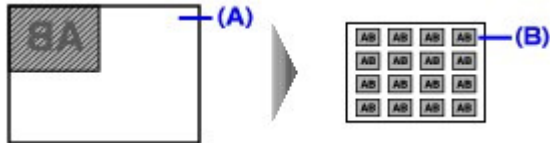
(A) Platen Glass (Place the document facing down)

(B) 16 stickers

➡Settings for Special Copy

1. Use the ◄► button to select Sticker copy, then press the **OK** button.

2. Make sure that 4 x 4 is selected, then press the **OK** button.

   Note

   - If any layout other than 4 x 4 is displayed on the LCD, select 4 x 4 using the ◄► button.

3. Use the ◄ (-) ► (+) button or the Numeric buttons to specify the number of copies.

4. Press the **Color** button for color copying, or the **Black** button for black & white copying.

   Note

   - Load the document on the Platen Glass when using this function.
   - You can only load one sheet of stickers at a time.
   - You cannot specify the settings other than intensity.

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Advanced Guide

Advanced Guide > Scanning

Scanning

➡ Scanning Images

➡ Scanning with Using the Operation Panel of the Machine

➡ Scanning with the Bundled Application Software

➡ Scanning with Other Application Software

➡ Canon IJ Network Scan Utility Screens

➡ Other Scanning Methods

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Advanced Guide

Scanning Images

➡ Scanning Images

➡ Before Scanning

➡ Placing Documents

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Advanced Guide

Scanning Images

You can scan images from the machine and save them to a computer or on a USB flash drive easily.
In addition, you can scan images with advanced settings from a computer using an application software.

Select the scanning method according to your purpose.

➡ Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

➡ Forwarding Scanned Data to PC Using the Operation Panel of the Machine

➡ Scanning with the Bundled Application Software

➡ Scanning with Other Application Software

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Before Scanning

Before scanning images, confirm the following:

- **Does the original to be scanned meet the requirements for an original to**

  be set on the Platen Glass or in the ADF?

  If you forward the data to the PC, refer to Placing Documents for details.

  If you save the data to the USB flash drive, refer to Loading Paper / Originals for details.

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Advanced Guide

Placing Documents

Learn how to place documents on the machine's Platen or ADF (Auto Document Feeder). Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.

> ⚑ **Important**
>
> - Do not place objects on the Document Cover. The objects may fall into the machine when the Document Cover is opened. This may damage the machine.
> - Do not touch the Operation Panel buttons or LCD when opening/closing the Document Cover. May result in unintended operation.

➡ Placing Documents (Platen)

➡ Placing Documents (ADF (Auto Document Feeder))

Placing Documents (Platen)

Place documents as described below to allow the machine to detect the document type or size automatically.

> ⚑ **Important**
>
> - When scanning by specifying the document type or size in MP Navigator EX or ScanGear (scanner driver), align an upper corner of the document with the corner at the arrow (alignment mark) of the Platen.
> - Photos that have been cut to various shapes and documents smaller than 1.18 inches (3 cm) square cannot be cropped accurately when scanning.
> - Reflective CD/DVD labels may not be scanned properly.
> - Close the Document Cover when scanning.

When Scanning Photos, Postcards, Business Cards or CD/DVD	When Scanning Magazines, Newspapers or Text Documents
Placing a Single Document Place the document face-down on the Platen, with 0.39 inches (1 cm) or more space between the edges (diagonally striped area) of the Platen and the document. Portions placed on the diagonally striped area cannot be scanned.	Place the document face-down on the Platen and align an upper corner of the document with the corner at the arrow (alignment mark) of the Platen. Portions placed on the diagonally striped area cannot be scanned.
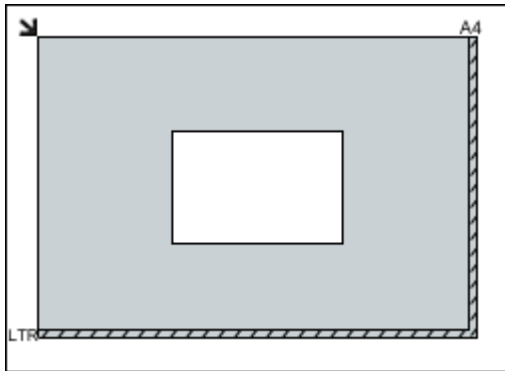
Important

- Large documents (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the Platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the file format.

Important

- The portion within 1 mm inwards from the alignment mark cannot be scanned.

Placing Multiple Documents

Allow 0.39 inches (1 cm) or more space between the edges (diagonally striped area) of the Platen and documents, and between documents. Portions placed on the diagonally striped area cannot be scanned.

Note

- You can place up to 12 documents.
- You can place up to 4 documents when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.
- Positions of slanted documents (10 degrees or less) are corrected automatically.

Placing Documents (ADF (Auto Document Feeder))

Important

- Place and align documents of the same size when scanning two or more documents.
- When scanning from the ADF (Auto Document Feeder), the supported document sizes are A5 Portrait, B5, A4, Letter, Legal.

1. Open the Document Tray.

2. Place the documents on the ADF (Auto Document Feeder), then adjust the Paper Guides to the width of the documents.

Insert the documents face-up until a beep sounds.

Place the documents face-up to scan both sides of the documents.
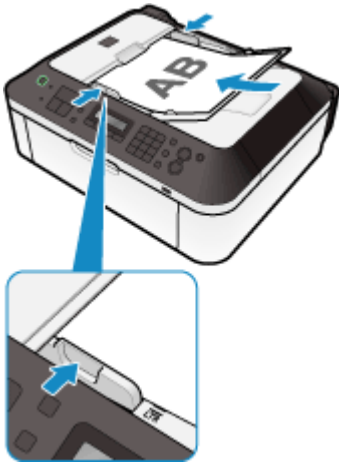
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Advanced Guide > Scanning > Scanning with Using the Operation Panel of the Machine

Scanning with Using the Operation Panel of the Machine

➡ Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

➡ Forwarding Scanned Data to PC Using the Operation Panel of the Machine

➡ Setting Items on the Operation Panel of the Machine

➡ Appendix: Various Scan Settings

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Advanced Guide > Scanning > Scanning with Using the Operation Panel of the Machine > Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

⚑ Important

- Do not remove the USB flash drive from the machine under the following conditions:
  - While scanning is in progress
  - Before saving the scanned data
- For safety reasons, we recommend backing up the scanned data saved on a USB flash drive to another media periodically to avoid unexpected accidents.
- We assume no responsibility for damage to or loss of data for whatever reason even within the warranty period.

1. Make sure that the machine is turned on.

2. Press the **SCAN** button.

> **📖 Note**
>
> - If PC scan standby is displayed on the LCD after you press the **SCAN** button, press the **Menu** button to display the screen for selecting to which you save the data.

Save to
          PC   ▶

3. Insert the USB flash drive into the Direct Print Port.

See Inserting the USB Flash Drive for how to insert the USB flash drive into the Direct Print Port.

4. Use the ◀▶ button to select USB flash drive, then press the **OK** button.

Save to
◀   USB flash drive

5. Press the **Settings** button to adjust the settings as necessary.

➡ Setting Items on the Operation Panel of the Machine

6. Load the original document on the Platen Glass or in the ADF.

> **📖 Note**
>
> - Refer to Loading Paper / Originals for how to load the original on the Platen Glass or in the ADF.

7. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

If you select the setting other than PDF for Data format or you loaded the original in the ADF:
The machine starts scanning and scanned data is saved on the USB flash drive.

If you select PDF for Data format:
You can scan documents from the Platen Glass continuously. After scanning is complete, select Yes on the confirmation screen. Load the next document on the Platen Glass, then press the **Color** button for color scanning, or the **Black** button for black & white scanning. After scanning is complete,

selecting No on the confirmation screen allows you to save the scanned documents in one PDF file. You can save up to 100 pages of images in one PDF file.

Remove the original on the Platen Glass or from the Document Output Slot after scanning is complete.
To remove the USB flash drive after scanning is complete, see Removing the USB Flash Drive .

📖Note

- If the USB flash drive becomes full while scanning images is in progress, only the images already scanned can be saved.
- You can save up to 2000 files of scanned data in both PDF and JPEG data format.
- The folder and file name of scanned data saved on the USB flash drive is as follows:
  - Folder name: (file extension: PDF): CANON_SC\DOCUMENT\0001
  - Folder name: (file extension: JPG): CANON_SC\IMAGE\0001
  - File name: Running numbers, starting from SCN_0001
  - File date: The date and time of saving as set in the machine. For information on how to set the date and time, refer to Specifying the Basic Settings for Faxing .

- Importing the Scanned Data Saved on a USB Flash Drive to the Computer
  You can import the scanned data saved on a USB flash drive to the computer.
  After scanning the data, connect the USB flash drive to the computer, then import the data using Windows Explorer.

Inserting the USB Flash Drive

🚩**Important**

- **Before inserting the USB flash drive:**
  - You may need an extension cable if the USB flash drive cannot be inserted into the Direct Print Port of the machine. For details, ask an electronics store.
  - Depending on the type of USB flash drive, the operation may not be guaranteed.
  - Some USB flash drives with security settings may not be used.

1. **Insert the USB flash drive into the Direct Print Port.**

   Make sure that the USB flash drive is correctly oriented before inserting it straightforward into the Direct Print Port.

Removing the USB Flash Drive

1. **Make sure that the machine is not writing data to the USB flash drive.**

   Check if the writing operation is complete on the LCD.

   🚩**Important**

   - Do not remove the USB flash drive or turn off the power while the machine is operating.

Note

- If you use the USB flash drive with the access lamp, refer to the instruction manual supplied with the USB flash drive to check if the writing operation is complete on the USB flash drive.

2. **Remove the USB flash drive.**

Hold the USB flash drive and remove it from the machine straightforward.

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Forwarding Scanned Data to PC Using the Operation Panel of the Machine

You can forward scanned data to the PC using the Operation Panel of the machine.

Before forwarding scanned data to the PC, confirm the following:

- **The necessary application software (MP Drivers and MP Navigator EX)**

  is installed.

  If the application software (MP Drivers and MP Navigator EX) is not yet installed, insert the *Setup CD-ROM* into the computer's disc drive, then perform Custom Install and select MP Drivers and MP Navigator EX.

- **The machine is connected to a computer correctly.**

  Make sure that the machine is connected to the computer correctly.

  Do not plug in or unplug the USB cable when scanning images with the machine, or when the computer is in the sleep or standby mode.

  If you perform scanning via a network connection, make sure that all the required settings have been specified. For details, refer to Network Scan Settings .

- **The destination and the file name are specified in MP Navigator EX.**

  You can specify the destination and the file name in MP Navigator EX. For details on how to perform settings or the initial settings, refer to Scanner Button Settings Tab (Save to PC) .

1. Make sure that the machine is turned on.

2. Press the **SCAN** button.

   If you forward the data to the USB-connected computer:
   Press the **Menu** button to display the screen for selecting to which you save the data.
   If you forward the data to the network-connected computer:
   The screen for selecting to which you save the data is displayed.

   📖 **Note**
   - If PC scan standby is displayed on the LCD after you press the **SCAN** button, press the **Menu** button to display the screen for selecting to which you save the data.

3. Use the ◀▶ button to select PC, then press the **OK** button.

4. Use the ◀▶ button to select the PC to forward the scanned data, then press the **OK** button.

   📖 **Note**
   - If you select Local (USB) in the Select PC screen, the data is forwarded to the USB-connected computer.

5. Use the ◀▶ button to select the document type, then press the **OK** button.

Auto scan

This item is available only when the machine is connected to the computer using a USB cable. The machine detects the type of the originals automatically and the image is forwarded in the optimized size, resolution and data format.

> 🚩 **Important**
>
> - Scanning via a network is not available.
> - Load originals properly according to their type; otherwise, some originals may not be scanned properly. Refer to Placing Documents for how to load the original on the Platen Glass.
> - The following items can be scanned:
>   Photos, postcards, visiting cards, magazines, newspapers, documents, CD/DVDs
> - The following items cannot be scanned properly.
>   - A4 sized photos
>   - Documents smaller than 5 inches x 7 inches (127 mm x 178 mm) such as a paperback with its backbone cut off
>   - Originals on thin white paper
>   - Long and narrow originals such as panoramic photographs
> - When you scan originals from the ADF, it may take longer to scan the first page.

Document

Scans the original on the Platen Glass or in the ADF applying the optimized settings for scanning a document.

Photo

Scans the original on the Platen Glass applying the optimized settings for scanning a photo.

6. Press the **Settings** button to adjust the settings as necessary.

➡ Setting Items on the Operation Panel of the Machine

7. Load the original document on the Platen Glass or in the ADF.

> 📖 **Note**
>
> - Refer to Placing Documents for how to load the original on the Platen Glass or in the ADF.

8. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

If you select the setting other than PDF for Data format or you loaded the original in the ADF:
Scanning starts and the images are forwarded to the computer according to the settings specified in MP Navigator EX.

If you select PDF for Data format:
You can scan documents from the Platen Glass continuously. After scanning is complete, select Yes on the confirmation screen. Load the next document on the Platen Glass, then press the **Color** button for color scanning, or the **Black** button for black & white scanning. After scanning is complete, selecting No on the confirmation screen allows you to save the scanned documents in one PDF file.

Remove the original on the Platen Glass or from the Document Output Slot after scanning is complete.

9. To specify MP Navigator EX 3.1

If you are using Windows 7 or Windows Vista:
The program selection screen may be displayed after pressing the **Color** or **Black** button. In this case, select MP Navigator EX Ver3.1 and click OK.
You can set MP Navigator EX to launch whenever pressing the **Color** or **Black** button. For details, see For Windows Users .
If you are using Windows XP:
The program selection screen may be displayed after pressing the **Color** or **Black** button for the first time. In this case, specify MP Navigator EX Ver3.1 as the application software to use, select Always use this program for this action, then click OK. From the next time, MP Navigator EX is automatically started.

▶**Important**

- If the scanning result with Auto scan is not satisfactory, select Document or Photo according to the original in step 5, then specify the scan size or other setting items in step 6.

- **If you want to scan originals with advanced settings, or if you want to edit or print the scanned images:**

  If you scan originals from a computer using MP Navigator EX, MP Navigator EX enables you to edit the scanned images, such as optimizing or trimming. In addition, you can edit or print the scanned images using the bundled application software to make better use of them.

  ➡Let's Try Scanning

Note

- You can use a WIA- (except for Windows 2000) compliant application software and the Control Panel (Windows XP only) to scan originals with this machine. For details, refer to Other Scanning Methods.
- If you want to convert a scanned document to text, refer to Editing Files.

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Setting Items on the Operation Panel of the Machine

You can change the scan settings such as the scan size, resolution, or data format.

In Scan mode, press the **Settings** button repeatedly to switch the item to set. Use the ◀▶ button to select the item, then press the **OK** button to set.

📖 Note

- Some setting items are not available depending on the destination or the document type you selected.
- The * (asterisk) on the LCD indicates the current setting.
- The settings of the scan size, resolution, and data format are retained even if the machine is turned off.
- When you forward the scanned data to the computer, you can specify the destination and file name using MP Navigator EX. For details, refer to Scanner Button Settings Tab (Save to PC) .
- If you scan originals from the computer, you can scan with advanced settings. Refer to Let's Try Scanning for scanning from the computer.

- **Scan size**

  Select the size of the original on the Platen Glass or in the ADF.

  Ex:
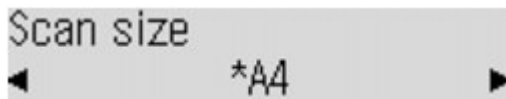
  If you save the scanned data on the USB flash drive:
  A4/8.5"x11"/LTR/8.5"x14"/Legal

  If you forward the scanned data to the computer:
  Auto/Multi/8.5"x11"/LTR/8.5"x14"/Legal/A4/4"x6"/10x15/5"x7"/13x18
  If you select Auto, the machine detects the page size automatically and starts scanning.
  If you select Multi, you can scan several originals at a time.

  ## 📖 Note

  - Some of setting items are not available depending on the country or region of purchase.
  - 8.5"x14" or Legal can be selected only when Document type is set to Document and you forward the scanned data to the computer.
  - Multi can be selected only when Document type is set to Photo.
  - A4, 8.5"x11", LTR, 8.5"x14", or Legal can be selected when both of the conditions below are satisfied.
    - Document type is set to Document.
    - You start scanning from the ADF.
  - When Auto crop or Multi crop is selected for scanning, load the original on the Platen Glass.
  - When the original to scan is Legal-sized, load it in the ADF.

- **Data format**

  Select the data format of the scanned data.

  Ex:
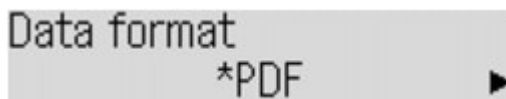
  If you save the scanned data on the USB flash drive:
  PDF/JPEG/Compact PDF

  If you forward the scanned data to the computer:

PDF/Compact PDF/JPEG/TIFF

📖 Note

- PDF and Compact PDF can be selected when you forward the scanned data to the computer and Document type is set to Document.

- **Scan resolution**

  Select the resolution for scanning.

  Ex:
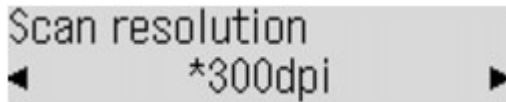
  If you save the scanned data on the USB flash drive:
  150dpi/300dpi/600dpi

  If you forward the scanned data to the computer:
  75dpi/150dpi/300dpi/600dpi

  ### 📖 Note

  - When Compact PDF is selected for Data format, you cannot select the resolution.

Advanced Guide

Appendix: Various Scan Settings

- **Enabling network scanning**

  ➡ Network Scan Settings

- **Specifying how to respond when scanning using the Operation Panel of the machine**

  ➡ Selecting a Response to Commands from the Operation Panel Using MP Navigator EX

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Advanced Guide > Scanning > Scanning with Using the Operation Panel of the Machine > Appendix: Various Scan Settings > Network Scan Settings

Network Scan Settings

You can connect the machine to a network to share it among multiple computers or scan images into a specified computer.

Important

- Multiple users cannot scan at the same time.

Note

- Complete the network settings of the machine beforehand. (Refer to the printed manual: *Getting Started*.)

Complete the following settings to enable scanning over a network.

Setting for Scanning with MP Navigator EX

To scan over a network using MP Navigator EX, follow the steps below and change the connection status between the computer and the machine.

1. Start MP Navigator EX.

   ➡ Starting MP Navigator EX

2. Click Preferences.

3. For network connection, select (model name) series (Network: XXXXXXXXXXXX) for Product Name.

   (Where XXXXXXXXXXXX is the MAC address.)
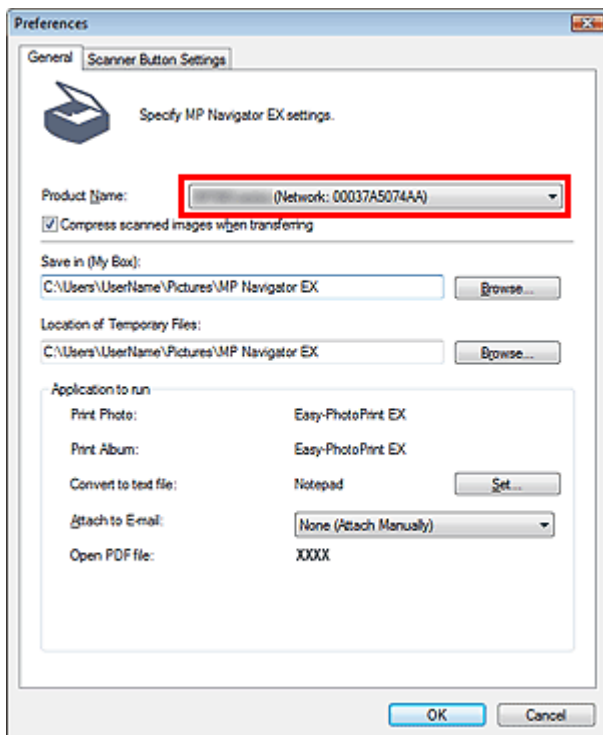
Note

■ For USB connection, select (model name) series for Product Name.

4. Click OK.

The Preferences dialog box closes. You can now scan via a network connection.

Go to the Main Menu to check whether network scanning is enabled.
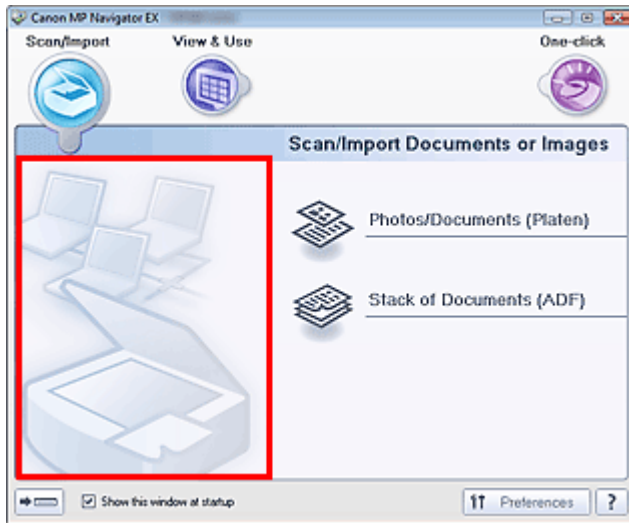
Setting for Scanning Using the Operation Panel

You can make settings for scanning using the Operation Panel of the machine.

1. Check that Canon IJ Network Scan Utility is running.

If Canon IJ Network Scan Utility is running, its icon appears in the notification area of the taskbar.

Note

■ If Canon IJ Network Scan Utility is not running, from the Start menu, select (All) Programs > Canon IJ Network Utilities > Canon IJ Network Scan Utility > Canon IJ Network Scan Utility to start it.

2. In the notification area of the taskbar, right-click the Canon IJ Network Scan Utility icon and select Settings....
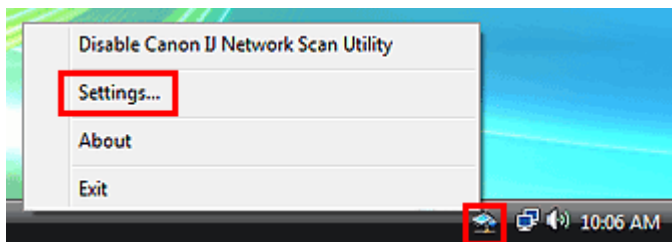
The Canon IJ Network Scan Utility dialog box opens.

3. Select Canon (model name) ser_XXXXXXXXXXXX and click OK.
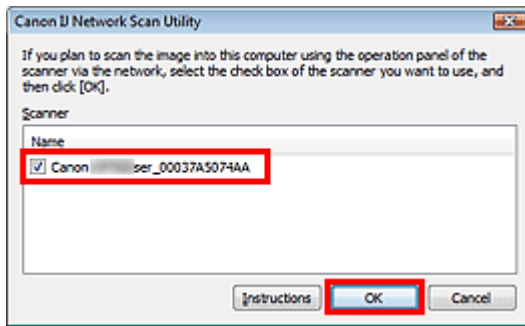
📖**Note**

- When multiple scanners are connected via a network, you can select up to three scanners.
- See "Canon IJ Network Scan Utility Menu and Setting Screen " for details on Canon IJ Network Scan Utility.

📖**Note**

- If the scanner you want to use is not displayed, check the following conditions and click OK to close the dialog box, then reopen it and select the scanner.
  - The MP Drivers is installed
  - Network setup is completed after installing the MP Drivers
  - Network communication between the product and computer is enabled
  If the scanner is still not displayed, see " Troubleshooting ."

Advanced Guide

MP Navigator EX

Selecting a Response to Commands from the Operation Panel Using MP Navigator EX

MP Navigator EX enables you to specify the response resulting from pressing a button for scanning on the Operation Panel of the machine. You can specify the response individually for each event.

1. Start MP Navigator EX.

   ➡ Starting MP Navigator EX

2. Click Preferences.
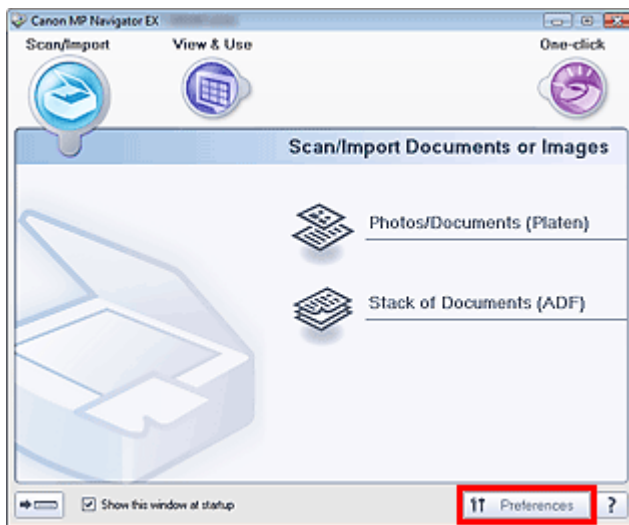
   The Preferences dialog box opens.

   📖 **Note**

   - The Preferences dialog box can also be opened by clicking Preferences in the One-click Mode screen.

3. On the Scanner Button Settings tab, specify Event and Actions.
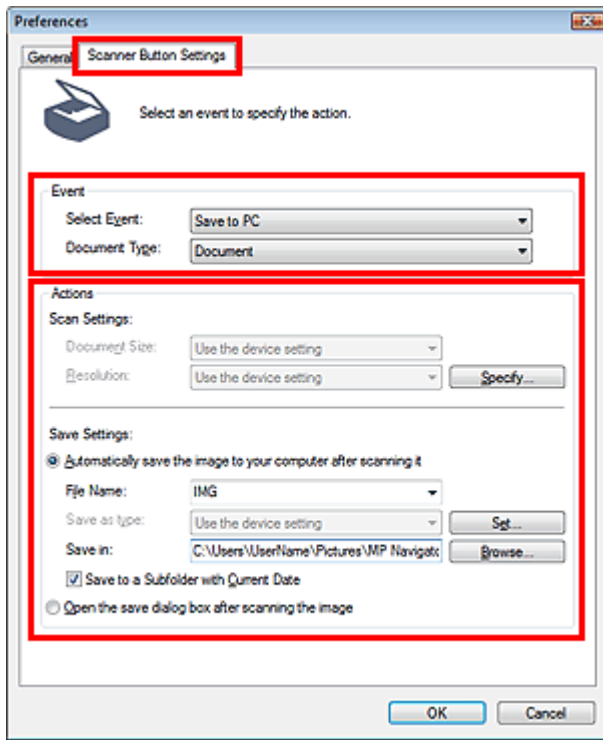
📖 **Note**

- See the section below for details.
  ➡ Scanner Button Settings Tab (Save to PC)

4. Click OK.

The operation will be performed according to the settings when you press the Color or Black button on the machine.

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Scanning with the Bundled Application Software

➡ What Is MP Navigator EX (Supplied Scanner Software)?

➡ Let's Try Scanning

➡ Useful MP Navigator EX Functions

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What Is MP Navigator EX (Supplied Scanner Software)?

MP Navigator EX is an application that enables you to easily scan photos and documents. It is suitable even for beginners.

Important

- MP Navigator EX may not start from the Operation Panel of the machine. In that case, restart the computer.
- Use the default display font size of the OS. Otherwise, software screens may not appear correctly.

What You Can Do with This Software

This software allows you to scan multiple documents at one time, or scan images larger than the Platen. You can also save scanned images, attach them to e-mail or print them using the supplied applications.

Screens

There are two types of MP Navigator EX Main Menu: Navigation Mode screen and One-click Mode screen.

Navigation Mode Screen

You can start various tasks from the Navigation Mode screen, including simple scanning, scanning using ScanGear (scanner driver), and enhancing/correcting images.
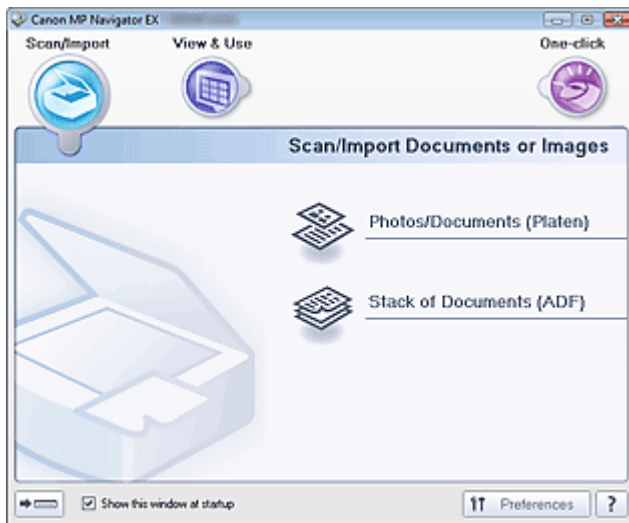
One-click Mode Screen

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon in the One-click Mode screen.
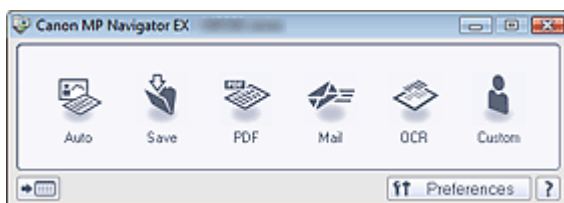
Scan/Import Window

Use the Scan/Import window to scan photos and documents.
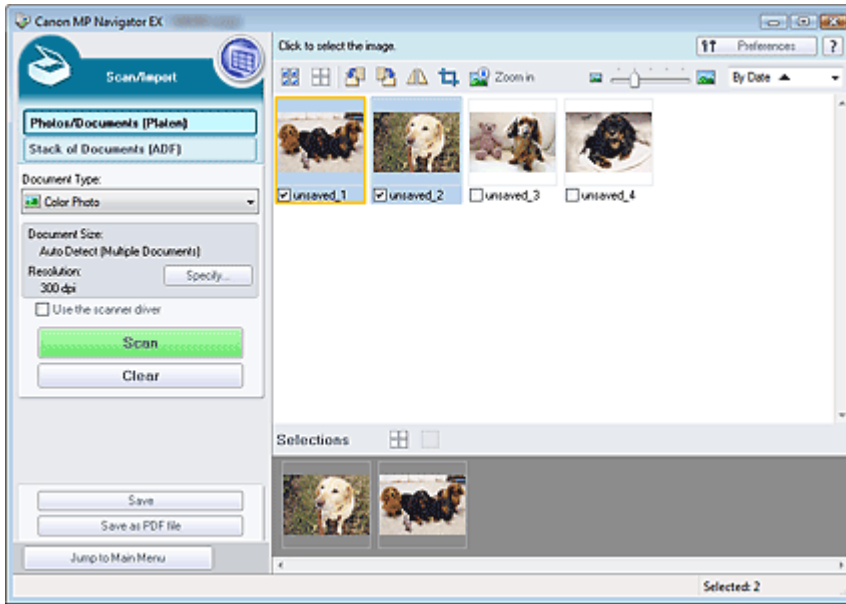
View & Use Window

Use the View & Use window to select what you want to do with the scanned images.

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MP Navigator EX

Let's Try Scanning

Try scanning using MP Navigator EX.

- **Starting MP Navigator EX**
  - Starting MP Navigator EX
- **Scanning documents, photos, magazines, etc. from the Platen**
  - Scanning Photos and Documents
- **Scanning two or more photos (small documents) at one time**
  - Scanning Multiple Documents at One Time
- **Scanning multiple documents at one time from the ADF (Auto Document Feeder)**
  - Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)
- **Scanning images larger than the Platen**
  - Scanning Images Larger than the Platen (Stitch Assist)
- **Scanning easily according to purpose (scan and save, attach to e-mail, etc.)**
  - Easy Scanning with One-click

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Advanced Guide > Scanning > Scanning with the Bundled Application Software > Let's Try Scanning > Starting MP Navigator EX

MP Navigator EX

Starting MP Navigator EX

Note

- To scan via a network connection, start MP Navigator EX and set up the network environment before scanning.
  ➡ Network Scan Settings

Starting MP Navigator EX

1. Double-click Canon MP Navigator EX 3.1 icon on the desktop.

   MP Navigator EX starts.
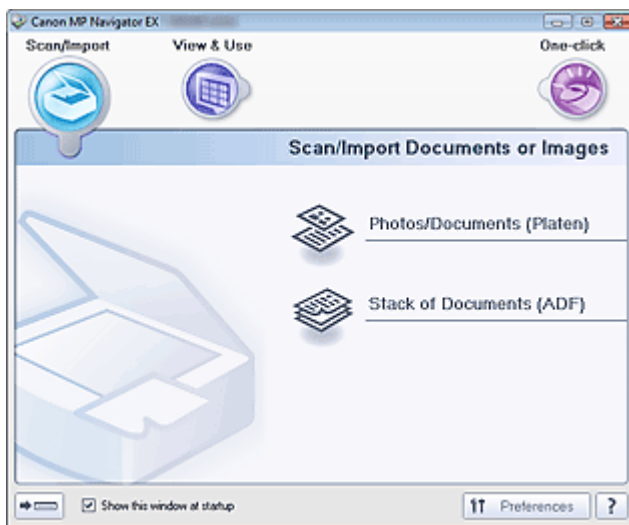
   Note

   - Alternatively, from the Start menu, select (All) Programs > Canon Utilities > MP Navigator EX 3.1 > MP Navigator EX 3.1.

Starting One-click Mode

1. Click (Switch Mode) at the bottom left of the screen.
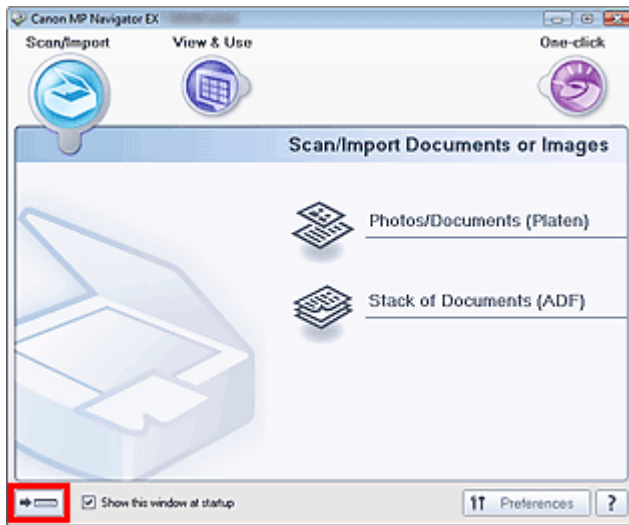
The One-click Mode screen appears.
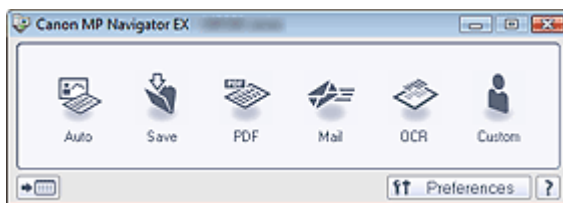
Note

- Select the Show this window at startup checkbox in the Navigation Mode screen to always open the Navigation Mode screen at startup. If this checkbox is not selected, the last used screen appears at startup.

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MP Navigator EX

Scanning Photos and Documents

Scan photos and documents placed on the Platen.

1. Place the document on the Platen.

   ➡ Placing Documents

2. Start MP Navigator EX and open the Navigation Mode screen.

   ➡ Starting MP Navigator EX

3. Point to Scan/Import and click Photos/Documents (Platen).
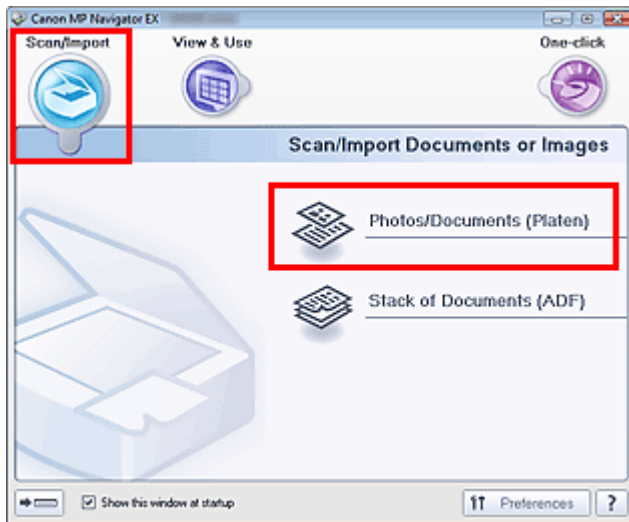
4. Select Document Type according to the document to be scanned.
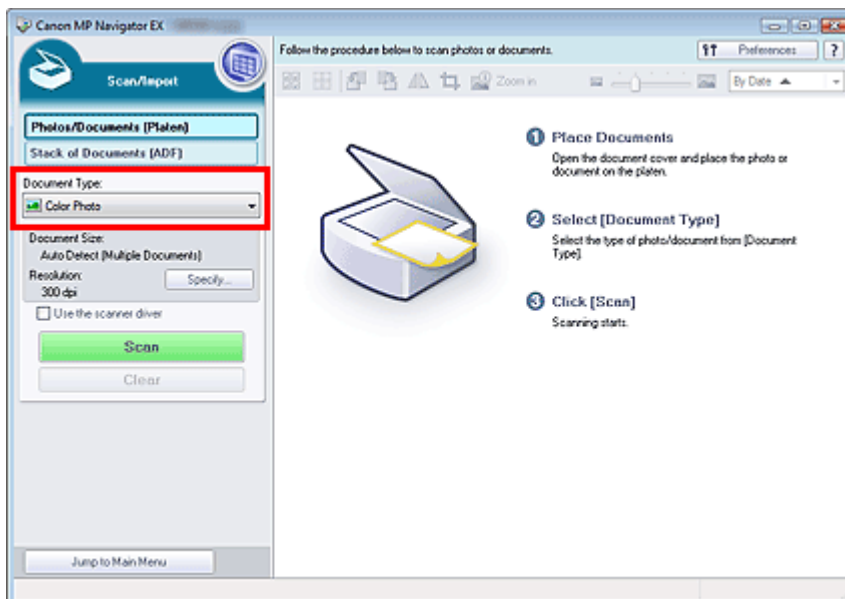
📖 Note

- When you select Magazine(Color), the Descreen function will be enabled and scanning takes longer than usual. To disable the Descreen function, deselect the Descreen checkbox in the Scan Settings dialog box.
- Select Text(OCR) to extract the text in the image and convert to editable text data using MP Navigator EX. This setting is not available when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.
- Color scanning is not available for Text(OCR). To scan in color, open the OCR dialog box from the One-click Mode screen and scan with Color Mode set to Color.

5. Click Specify... to set the document size and scanning resolution as required.

When setting is completed, click OK.

➡Scan Settings Dialog Box (Photos/Documents)

⚑**Important**

- When scanning a large document (such as an A4 size photo), align its corner with the corner at the arrow (alignment mark) of the Platen and specify the document size in the Scan Settings dialog box.

6. Click Scan.

Starts scanning.

📖**Note**

- Click Cancel to cancel the scan.

When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit. Select Scan to scan the next document, or select Exit to end.

The scanned images appear in the Thumbnail window.

7. Edit the scanned images as required.

Use Edit Tools to rotate images, select a part of an image, etc.

See the Edit Tools in "Photos/Documents (Platen) Screen (Scan/Import Window) " for details.

📖 **Note**

- First select images to edit. (Selected images are outlined in orange.) Drag the mouse or use Shift + arrow keys to select multiple images. You can also select images by dragging and dropping them into the Selected Images area.

8. Save the scanned images.

➡ Saving

➡ Saving as PDF Files

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MP Navigator EX

Scanning Multiple Documents at One Time

You can scan two or more photos (small documents) at one time by setting Document Size to Auto Detect (Multiple Documents) in the Scan Settings dialog box of MP Navigator EX.

⚑ **Important**

- The following types of documents may not be cropped correctly. In that case, start ScanGear (scanner driver), then adjust the cropping frames (scan areas) in whole image view and scan again.
  - Photos that have a whitish border
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
  ➡ Scanning Multiple Documents in Whole Image View

1. Place the document on the Platen.

   ➡ Placing Documents

2. Start MP Navigator EX and open the Navigation Mode screen.

   ➡ Starting MP Navigator EX

3. Point to Scan/Import and click Photos/Documents (Platen).
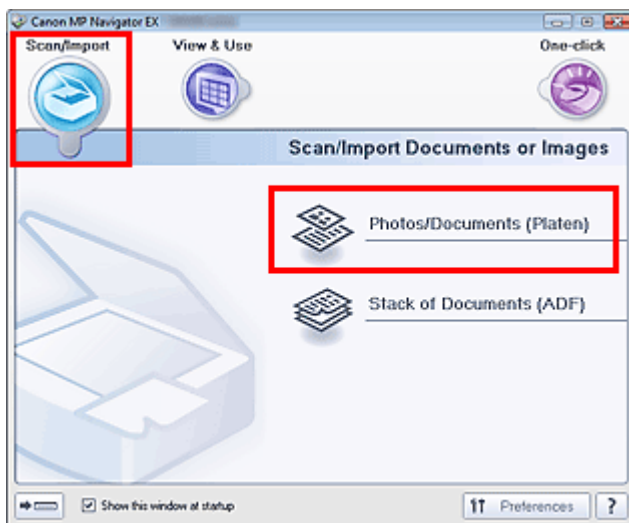
4. Select Document Type according to the document to be scanned.
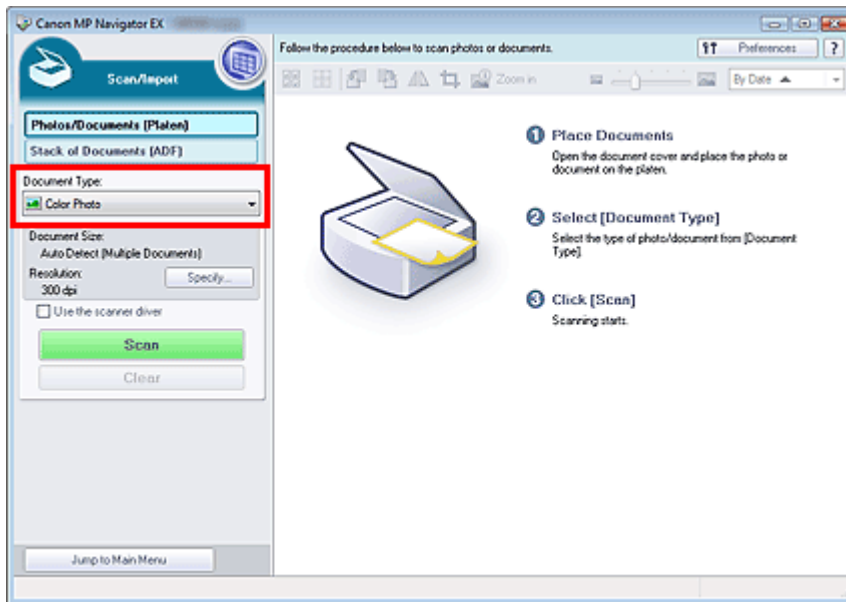
5. Click Specify....

Select Auto Detect (Multiple Documents) for Document Size.

When setting is completed, click OK.

➡ Scan Settings Dialog Box (Photos/Documents)
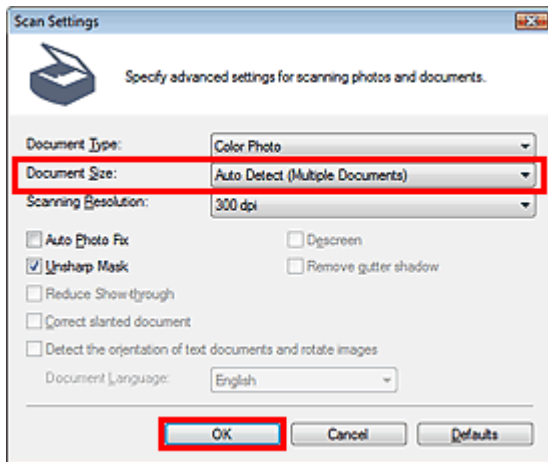
6. Click Scan.
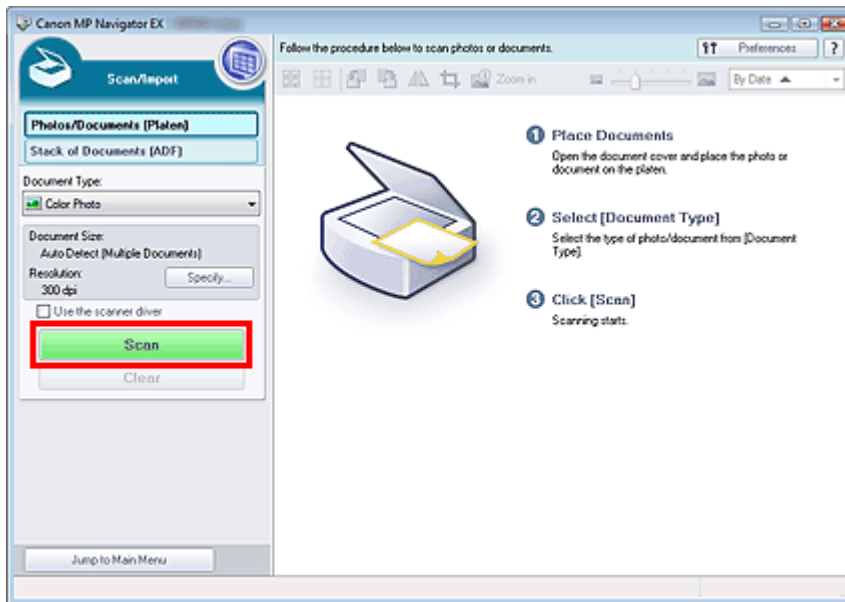
Multiple documents are scanned at one time.

📖 **Note**

- Click Cancel to cancel the scan.

When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit. Select Scan to scan the next document, or select Exit to end.

The scanned images appear in the Thumbnail window.

7. Edit the scanned images as required.

Use Edit Tools to rotate images, select a part of an image, etc.

See the Edit Tools in "Photos/Documents (Platen) Screen (Scan/Import Window)" for details.

📖 **Note**

- First select images to edit. (Selected images are outlined in orange.) Drag the mouse or use Shift + arrow keys to select multiple images. You can also select images by dragging and dropping them into the Selected Images area.

8. Save the scanned images.

➡️ Saving

➡Saving as PDF Files

📖**Note**

- If you want to preview the images before scanning, use ScanGear.
  ➡Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

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MP Navigator EX

Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Place multiple documents on the ADF (Auto Document Feeder) and scan at one time.

1. Place the documents on the ADF (Auto Document Feeder).

➡ Placing Documents (ADF (Auto Document Feeder))

2. Start MP Navigator EX and open the Navigation Mode screen.

➡ Starting MP Navigator EX

3. Point to Scan/Import and click Stack of Documents (ADF).
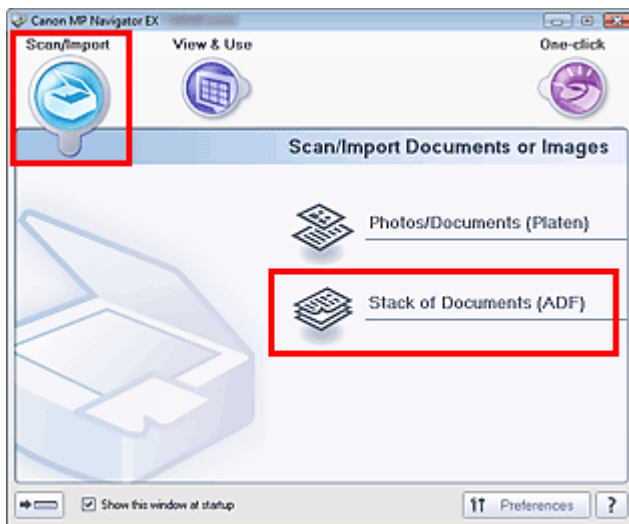
4. Select Document Type according to the document to be scanned.

To scan only the front side of each document, select a simplex type such as Color Document(Simplex).

To scan the front side then the back side of each document, select a duplex type such as Color Document(Duplex).
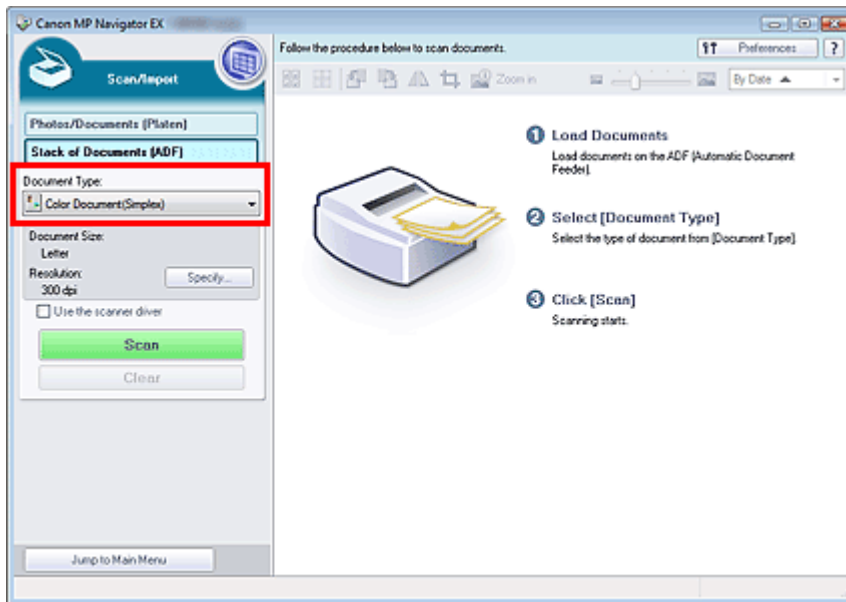
5. Click Specify... to set the document size and scanning resolution as required.

Click Orientation... to specify the orientation of the documents to be scanned. In the displayed dialog box, you can specify the Original Orientation and Binding Location. How to place the documents when scanning the back sides depends on the Binding Location.

When setting is completed, click OK.

➡ Scan Settings Dialog Box (Stack of Documents (ADF))
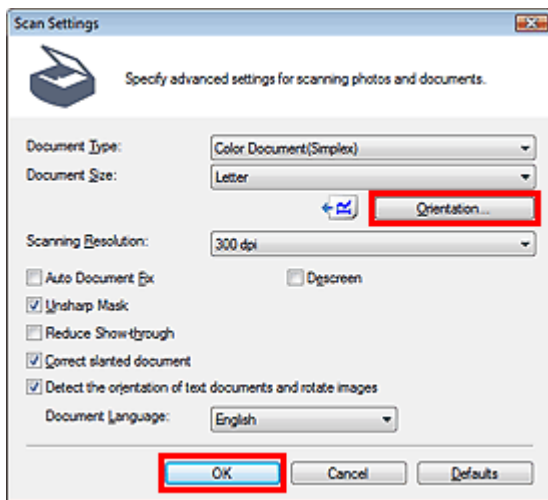
6. Click Scan.
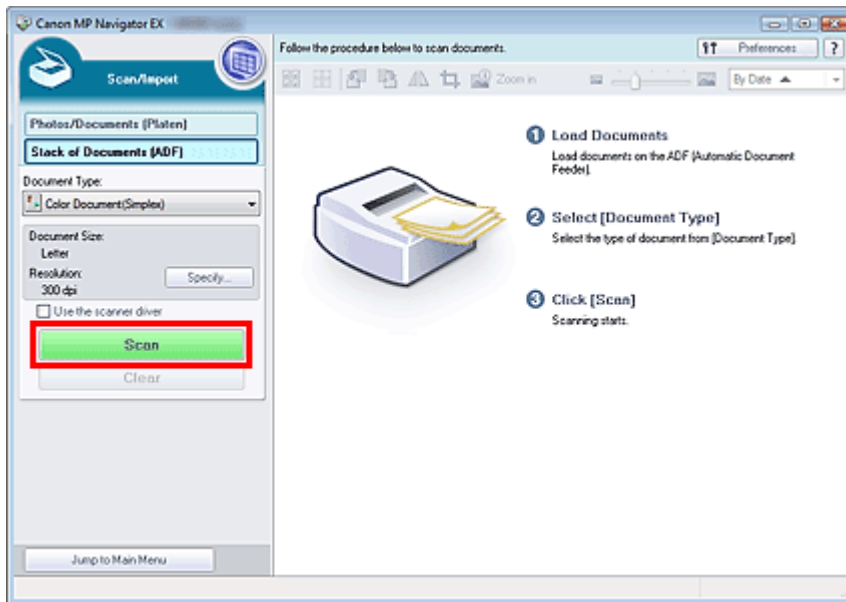
Starts scanning.

📖 Note

- Click Cancel to cancel the scan.

When a duplex type is selected for Document Type, the Manual Duplex Scanning dialog box opens after scanning. Continue to scan the back sides of the documents.

When a simplex type is selected for Document Type, the Scan Complete dialog box opens after scanning. Skip ahead to Step 9.

7. Follow the on-screen instructions to place the documents.

When Short Edge is Selected for the Stapling Side in Orientation...

Place the documents without changing the orientation of the output documents.
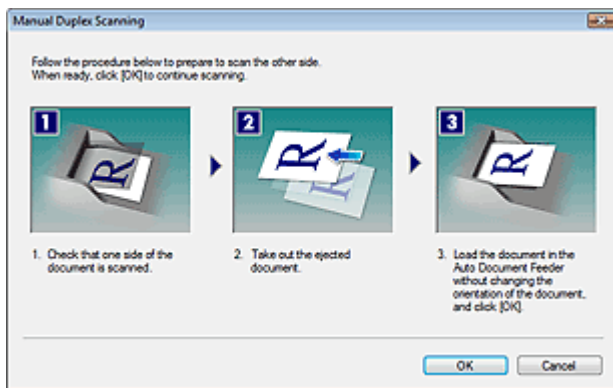
When Long Edge is Selected for the Stapling Side in Orientation...

Place the documents after rotating the output documents 180 degrees.
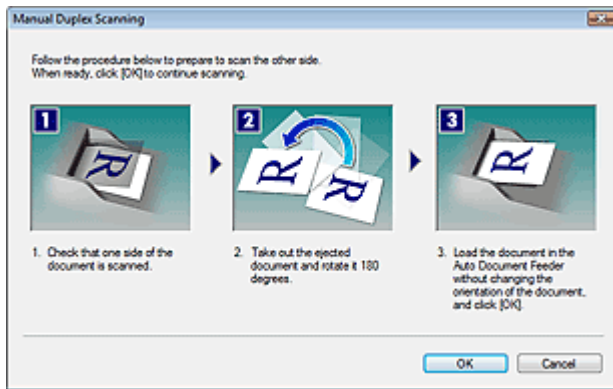
8. Click OK.

Starts scanning.

📖**Note**

- Click Cancel to cancel the scan.

9. When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit.

Select Scan to scan the next document, or select Exit to end.

The scanned images appear in the Thumbnail window.
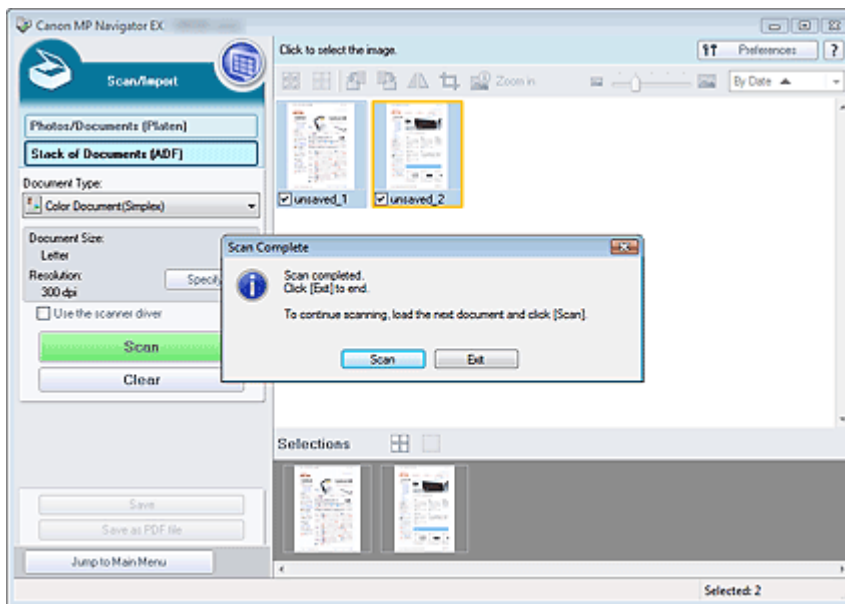
10. Edit the scanned images as required.

Use Edit Tools to rotate images, select a part of an image, etc.

See the Edit Tools in "Stack of Documents (ADF) Screen (Scan/Import Window)" for details.

📖**Note**

- First select images to edit. (Selected images are outlined in orange.) Drag the mouse or use Shift + arrow keys to select multiple images. You can also select images by dragging and dropping them into the Selected Images area.

11. Save the scanned images.

➡ Saving

➡ Saving as PDF Files

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MP Navigator EX

Scanning Images Larger than the Platen (Stitch Assist)

Stitch Assist allows you to scan the left and right halves of a large document separately and combine the scanned images back into one image. You can scan documents that are up to twice as large as the Platen.

1. Start MP Navigator EX and open the Navigation Mode screen.

   ➡ Starting MP Navigator EX

   📖 **Note**

   - You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon in the One-click Mode screen. Stitch Assist is available from the One-click Mode screen as well, by changing the document size. Click the corresponding icon and select Stitch Assist for Document Size. Then skip ahead to Step 5.

2. Point to Scan/Import and click Photos/Documents (Platen).
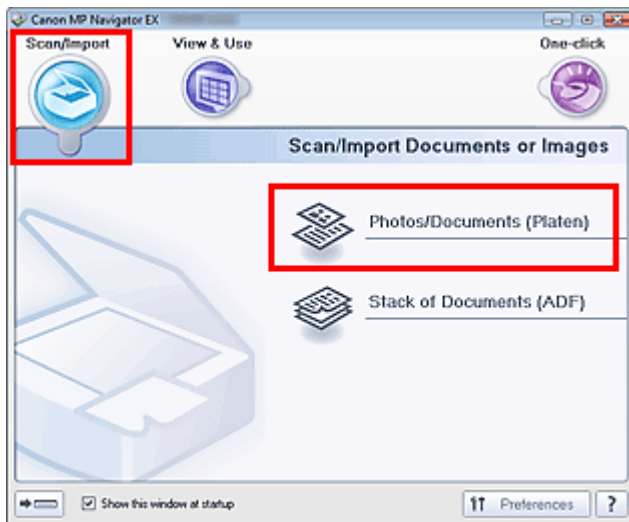
3. Select Document Type according to the document to be scanned.
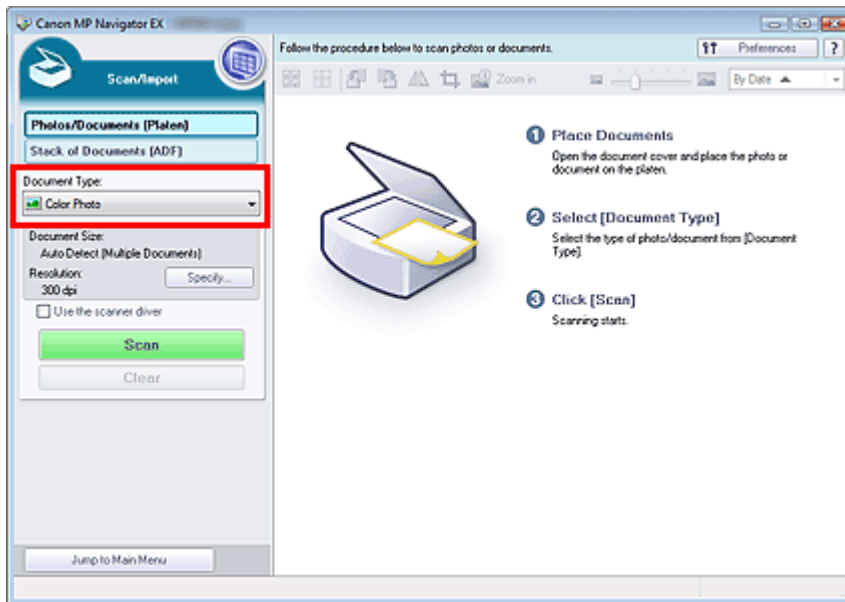
4. Click Specify....

Select Stitch Assist for Document Size, then specify the scanning resolution as required.

When setting is completed, click OK.

➡ Scan Settings Dialog Box (Photos/Documents)
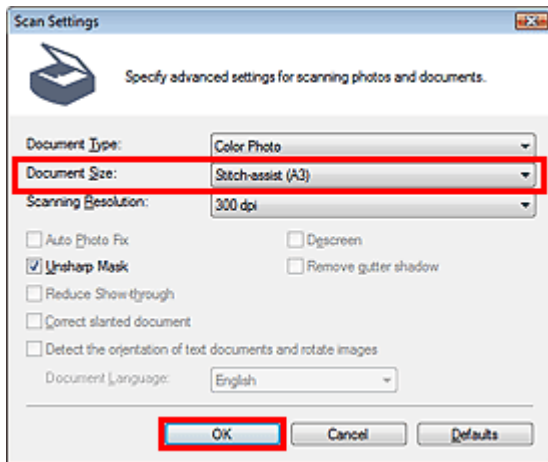
5. Click Scan.
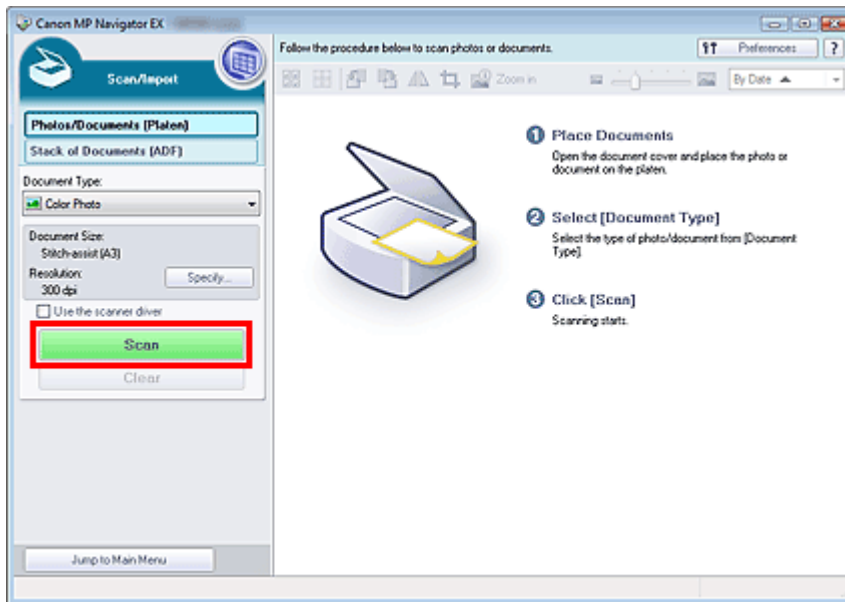
The Stitch-assist window opens.
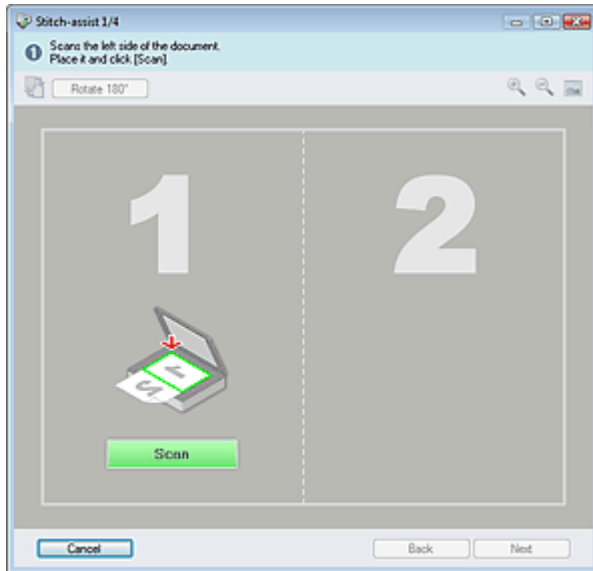
6. Place the left half of the document face-down on the Platen.

7. Click Scan.

The left half of the document is scanned and appears in the Stitch-assist window.

Note

■ Click Cancel to cancel the scan.
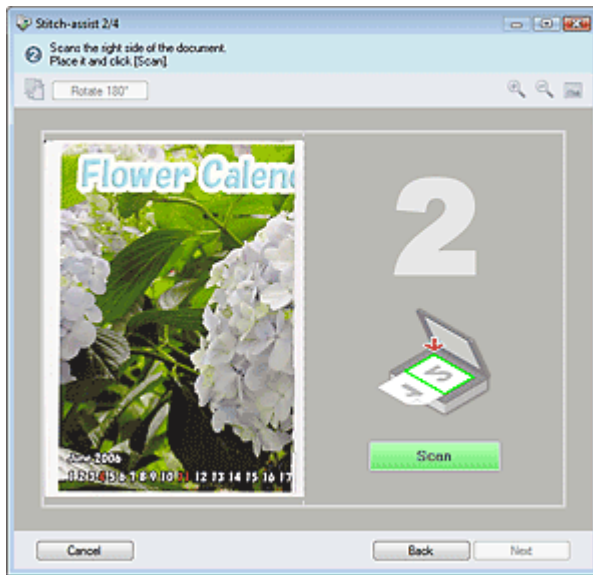
8. Place the right half of the document face-down on the Platen.

9. Click Scan.

The right half of the document is scanned.

> 📖 **Note**
>
> ■ Click Cancel to cancel the scan.

10. Adjust the scanned image as required.

Use the icons to swap the left and right halves, rotate the image 180 degrees or enlarge/reduce the image.
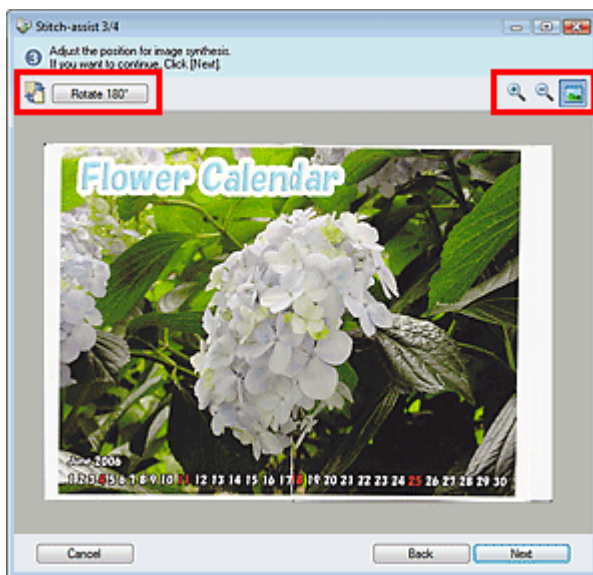
- **(Swap Left & Right)**

  Swaps the left and right halves.

  > 🚩 **Important**
  >
  > ■ This function is not available while the image is enlarged/reduced.

- **Rotate 180°**

  Rotates right half of the image 180 degrees.

> 🚩 **Important**
>
> - This function is not available while the image is enlarged/reduced.

- 🔍 **(Enlarge)**

  Enlarges the displayed image.

- 🔍 **(Reduce)**

  Reduces the displayed image.

- 🖼 **(Full-screen)**

  Enlarges/reduces the image to display it full-screen.

> 📖 **Note**
>
> - Enlarge/Reduce does not affect the actual size of the scanned image.
> - When the document is scanned upside down, the image displayed in the Stitch-assist window will also be upside down. Click Rotate 180° to rotate the image to the correct orientation.
> - You can drag the right half of the image from right to left or up and down to adjust the position.
> - If the left and right halves do not match due to a slanted document, place the document correctly and click Back, then scan again.

11. Click Next.

12. Drag the mouse to specify the area to be saved, then click OK.
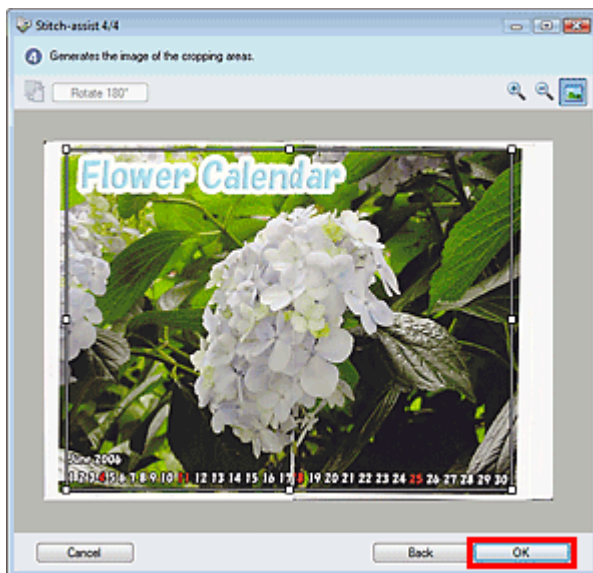
The combined image is created.

When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit. Select Scan to scan the next document, or select Exit to end.

The scanned images appear in the Thumbnail window.
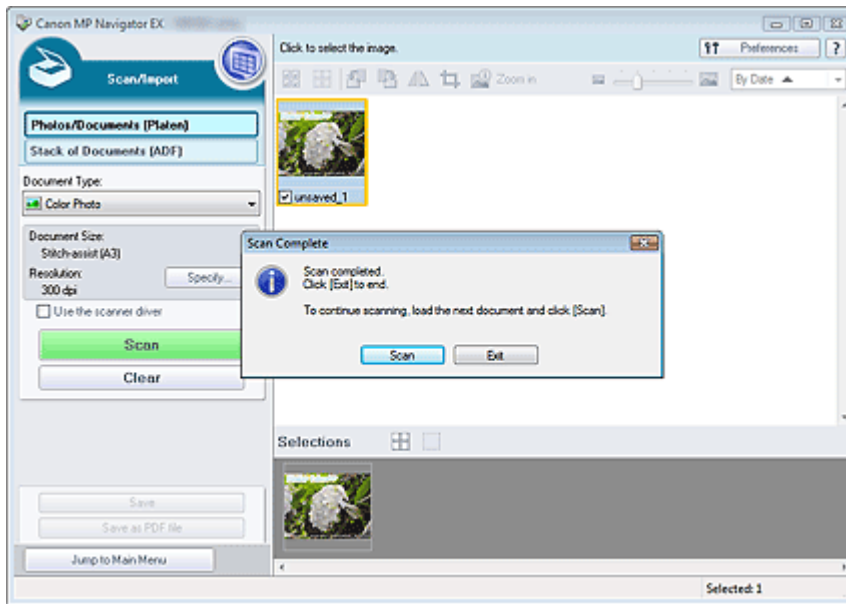
13. Save the scanned images.

➡️Saving

➡️Saving as PDF Files

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MP Navigator EX

Easy Scanning with One-click

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.

1. Place the document on the Platen.

   ➡ Placing Documents

2. Start MP Navigator EX.

   ➡ Starting MP Navigator EX

   The MP Navigator EX Navigation Mode screen or One-click Mode screen appears.

   Navigation Mode Screen
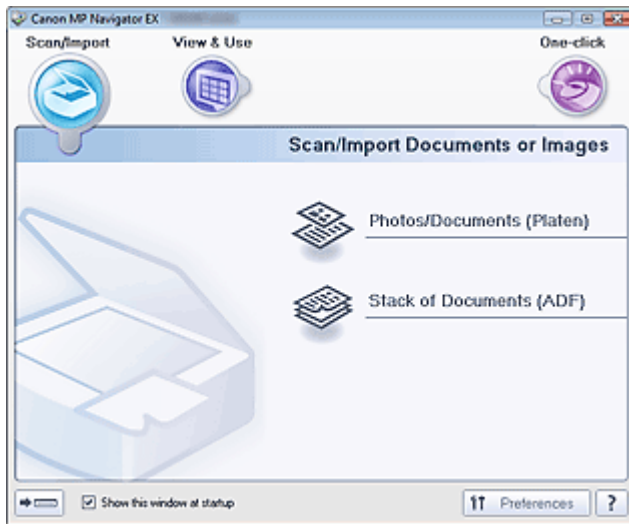
   One-click Mode Screen
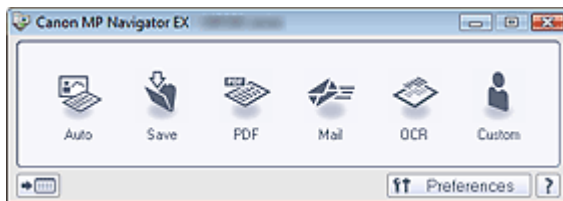
   📖 **Note**

   - Skip ahead to Step 4 if One-click Mode screen is open.

3. Point to One-click.
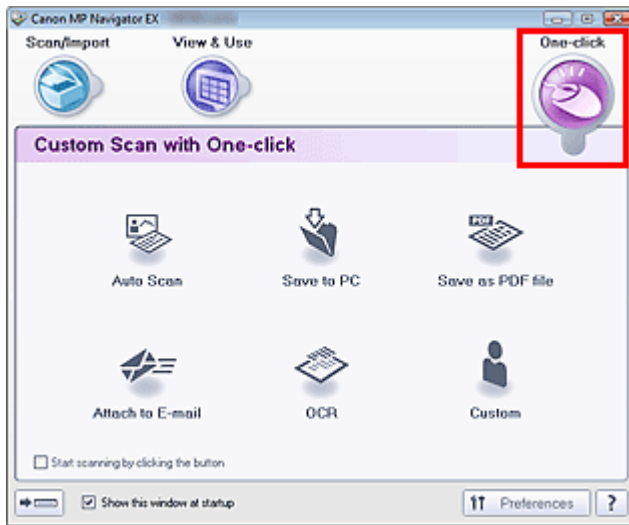
4. Click the corresponding icon.

➡ Custom Scan with One-click Tab

➡ One-click Mode Screen

5. Select Document Type according to the document to be scanned.

6. Set the document size and scanning resolution as required.

7. Start scanning.

Starts scanning.

📖 **Note**

- Click Cancel to cancel the scan.

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![Advanced Guide]

MP Navigator EX

Useful MP Navigator EX Functions

With MP Navigator EX, you can correct/enhance scanned images beautifully, and search saved images quickly.

- **Correcting/enhancing images automatically**

  ➡ Correcting/Enhancing Images Automatically

- **Correcting/enhancing images manually**

  ➡ Correcting/Enhancing Images Manually

- **Adjusting color characteristics such as brightness and contrast**

  ➡ Adjusting Images

- **Searching for lost images**

  ➡ Searching Images

- **Classifying and sorting images**

  ➡ Classifying Images into Categories

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MP Navigator EX

Correcting/Enhancing Images Automatically

MP Navigator EX will analyze and correct/enhance scanned images automatically.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select the photos you want to correct/enhance.

   Note

   - See "Let's Try Scanning" to scan images into MP Navigator EX.
   - You can also select images saved on a computer.
     → Opening Images Saved on a Computer

2. Click Edit/Convert, then click Fix photo images on the list.

   The Correct/Enhance Images window opens.

   Note

   - The Correct/Enhance Images window can also be opened by clicking (Image Correction/Enhancement) on the Toolbar or in the Zoom in dialog box. In that case, only the target image (outlined in orange) can be corrected/enhanced.
   - See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

3. Select the image you want to correct/enhance from the thumbnail list.

   The selected image appears in Preview.

Note

- If you selected only one image in the View & Use window, the thumbnail list does not appear and only the preview image appears.

4. Make sure that Auto is selected.

5. Click Auto Photo Fix, Face Sharpener or Digital Face Smoothing.

Important

- Once image is corrected with Auto Photo Fix and saved, it cannot be corrected again with Auto Photo Fix. Auto Photo Fix may not be available for images edited using an application, digital camera, etc. manufactured by other companies.

Note

- The Face Sharpener and Digital Face Smoothing effect levels can be changed using the slider that appears by clicking the corresponding buttons.
- When you apply Auto Photo Fix, dark backlit photos will be corrected automatically. If the image is not corrected enough using Auto Photo Fix, it is recommended that you apply Face Brightener on the Manual tab.
  → Correcting/Enhancing Images Manually

6. Click OK.

The entire image is corrected/enhanced automatically and　　(Correct/Enhance) appears on the upper left of the thumbnail and preview image.

Note

- Click Reset Selected Image to undo the correction/enhancement.
- Select the Apply to all images checkbox to correct/enhance all selected images.

7. Click Save Selected Image or Save All Corrected Images.

You can save corrected/enhanced images as new files.

Note

- To save only the images you like, select them and click Save Selected Image. To save all images, click Save All Corrected Images.
- The file format of corrected/enhanced images is JPEG/Exif.
- Adobe RGB images are saved as sRGB images.

8. Click Exit.

Important

- The corrections/enhancements will be lost if you exit before saving corrected/enhanced images.

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MP Navigator EX

Correcting/Enhancing Images Manually

You can correct/enhance scanned images manually.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select the photos you want to correct/ enhance.

   Note

   - See "Let's Try Scanning" to scan images into MP Navigator EX.
   - You can also select images saved on a computer.
     - Opening Images Saved on a Computer

2. Click Edit/Convert, then click Fix photo images on the list.

   The Correct/Enhance Images window opens.

   Note

   - The Correct/Enhance Images window can also be opened by clicking (Image Correction/ Enhancement) on the Toolbar or in the Zoom in dialog box. In that case, only the target image (outlined in orange) can be corrected/enhanced.
   - See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

3. Select the image you want to correct/enhance from the thumbnail list.

   The selected image appears in Preview.

📖 **Note**

- If you selected only one image in the View & Use window, the thumbnail list does not appear and only the preview image appears.

4. Click Manual, then click Correct/Enhance.

5. Click Face Brightener, Face Sharpener, Digital Face Smoothing or Blemish Remover.
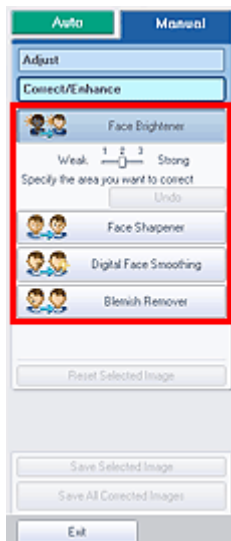
📖 **Note**

- The Face Brightener, Face Sharpener and Digital Face Smoothing effect levels can be changed using the slider that appears by clicking the corresponding buttons.
- Move the cursor over the image. The shape of the cursor changes to ✛ (Cross).

6. Drag to select the area you want to correct/enhance, then click OK that appears over the image.
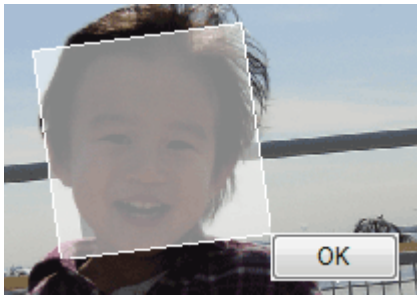
The portion in and around the selected area is corrected/enhanced and   (Correct/Enhance)
appears on the upper left of the thumbnail and preview image.

📖**Note**

- You can also drag to rotate the rectangle.
- Click Undo to undo the latest correction/enhancement.
- Click Reset Selected Image to cancel all corrections, enhancements and adjustments applied to the selected image.

7. Click Save Selected Image or Save All Corrected Images.

You can save corrected/enhanced images as new files.

📖**Note**

- To save only the images you like, select them and click Save Selected Image. To save all images, click Save All Corrected Images.
- The file format of corrected/enhanced images is JPEG/Exif.

8. Click Exit.

🚩**Important**

- The corrections/enhancements will be lost if you exit before saving corrected/enhanced images.

Advanced Guide > Scanning > Scanning with the Bundled Application Software > Useful MP Navigator EX Functions > Adjusting Images

MP Navigator EX

Adjusting Images

You can make fine adjustments to the overall brightness, contrast, etc. of images.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select the photos you want to adjust.

   📖 **Note**

   - See "Let's Try Scanning" to scan images into MP Navigator EX.
   - You can also select images saved on a computer.
     ➡ Opening Images Saved on a Computer

2. Click Edit/Convert, then click Fix photo images on the list.

   The Correct/Enhance Images window opens.

   📖 **Note**

   - The Correct/Enhance Images window can also be opened by clicking 🎨 (Image Correction/ Enhancement) on the Toolbar or in the Zoom in dialog box. In that case, only the target image (outlined in orange) can be corrected/enhanced.
   - See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.

3. Select the image you want to adjust from the thumbnail list.

   The selected image appears in Preview.

![Note icon]**Note**

- If you selected only one image in the View & Use window, the thumbnail list does not appear and only the preview image appears.

4. Click Manual, then click Adjust.

5. Move the slider of the item you want to adjust and set the effect level.

When you move a slider, ![icon] (Correct/Enhance) appears on the upper left of the thumbnail and preview image.

![Note icon]**Note**
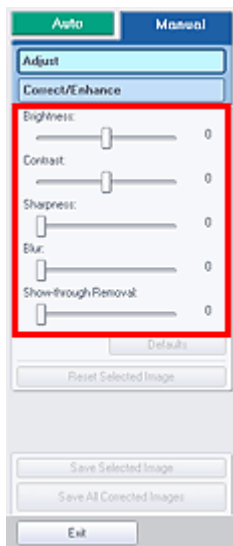
- Click Defaults to reset all adjustments.
- Click Reset Selected Image to cancel all corrections, enhancements and adjustments applied to the selected image.

6. Click Save Selected Image or Save All Corrected Images.

You can save adjusted images as new files.

![Note icon]**Note**

- To save only the images you like, select them and click Save Selected Image. To save all images, click Save All Corrected Images.

> ▪ The file format of adjusted images is JPEG/Exif.

7. Click Exit.

> **⚑ Important**
>
> ▪ The adjustments will be lost if you exit before saving adjusted images.

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![Advanced Guide]

MP Navigator EX

Searching Images

In the View & Use window of the Navigation Mode screen, you can search images saved on your computer and open them in MP Navigator EX. Opened images can be printed, edited, etc.

📖 **Note**

- Search images in My Box (Scanned/Imported Images), Recently Saved Images or a selected folder and its subfolders.
- See "Starting MP Navigator EX" to start MP Navigator EX.
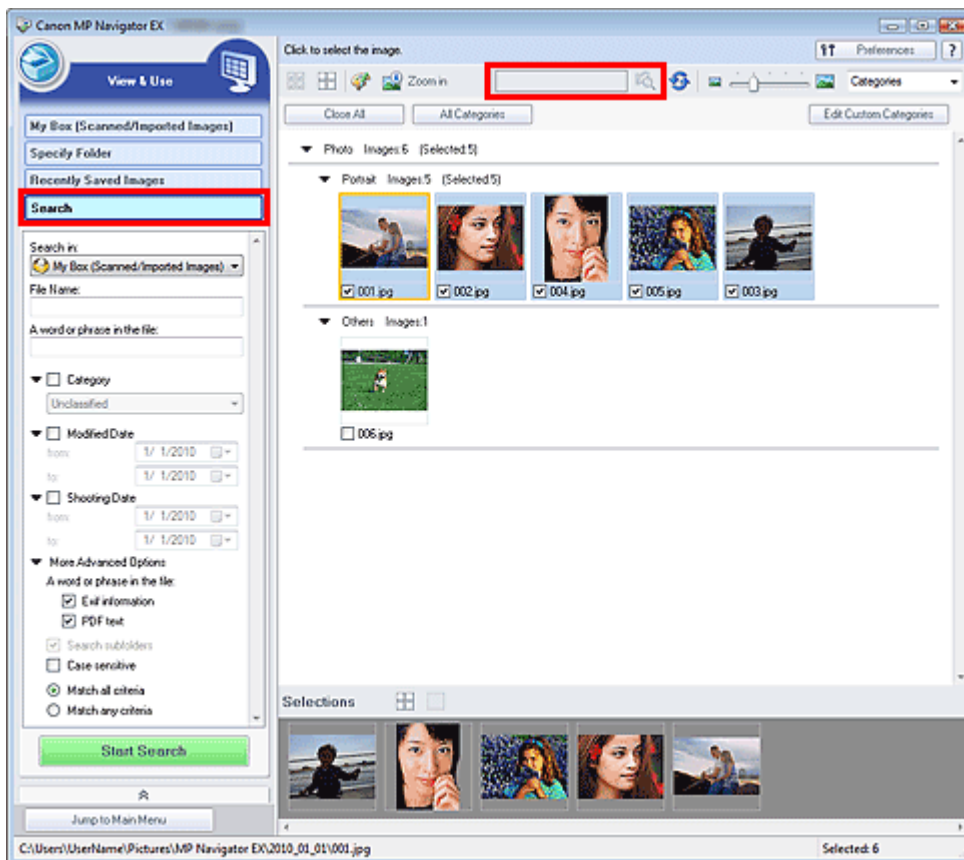
Quick Search

In [text box] (Text box) on the Toolbar, enter a word or phrase included in the file name, Exif information or PDF text of the image you want to search for, then click [search icon] (Search). For Exif information, text in Maker, Model, Description and User Comment is searched.

Advanced Search

Click Search on the left of the screen to open search options. Enter information of the image you want to search for, then click Start Search.

- **Search in**

  If you know where to look for, select the drive, folder or network from Specify Folder.

- **File Name**

  If you know the file name, enter it.

- **A word or phrase in the file**

  Enter a word or phrase included in the items selected in More Advanced Options.

  ### Important

  - For PDF files, you can only search for those created with MP Navigator EX. You cannot search PDF files created or edited in other applications. Also, searching PDF files is available only when keyword search is set.
    For details of creating PDF files that enables keyword search, see " PDF Settings Dialog Box ."
  - Password-protected PDF files cannot be searched.

- **Category**

  You can search for images by category.

- **Modified Date**

  To search for images that have been updated in a specific time period, enter the first and last dates of the period.

- **Shooting Date**

  To search for images captured in a specific time period, enter the first and last dates of the period.

  ### Note

  - Captured date is the date and time of data creation, which are included in the document's Exif information.

- **More Advanced Options**

  - **A word or phrase in the file**

    In A word or phrase in the file, select the items to search. If you select the Exif information

checkbox, text in Maker, Model, Description and User Comment is searched. If you select the
PDF text checkbox, text in PDF files is searched.

Important

- Text in password-protected PDF files cannot be searched.

- **Search subfolders**

  Select this checkbox to search subfolders.

- **Case sensitive**

  Select this checkbox to match case.

- **Match all criteria**

  Searches for files that meet all the specified criteria.

- **Match any criteria**

  Searches for files that meet any of the specified criteria.

- **Start Search**

  Starts search.

Related Topic

View & Use Window

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Advanced Guide

Classifying Images into Categories

MP Navigator EX

Classifying Images into Categories

Display images scanned with MP Navigator EX by category. You can classify images displayed in Unclassified automatically, and also create custom categories. You can drag and drop an image to move it from one category to another.

📖 **Note**

- If you have classified the images in MP Navigator EX 2.0 or later and then upgrade MP Navigator EX to the latest version, the classification information on the second latest version is transferred upon initial startup. After the initial startup, the classification information cannot be transferred.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen.

   📖 **Note**

   - See "Let's Try Scanning" to scan images into MP Navigator EX.
   - You can also select images saved on a computer.
   - ➡ Opening Images Saved on a Computer

2. In [Categories ▼] (Sort by), select Categories.

   Images are automatically sorted by category and appear in the Thumbnail window.
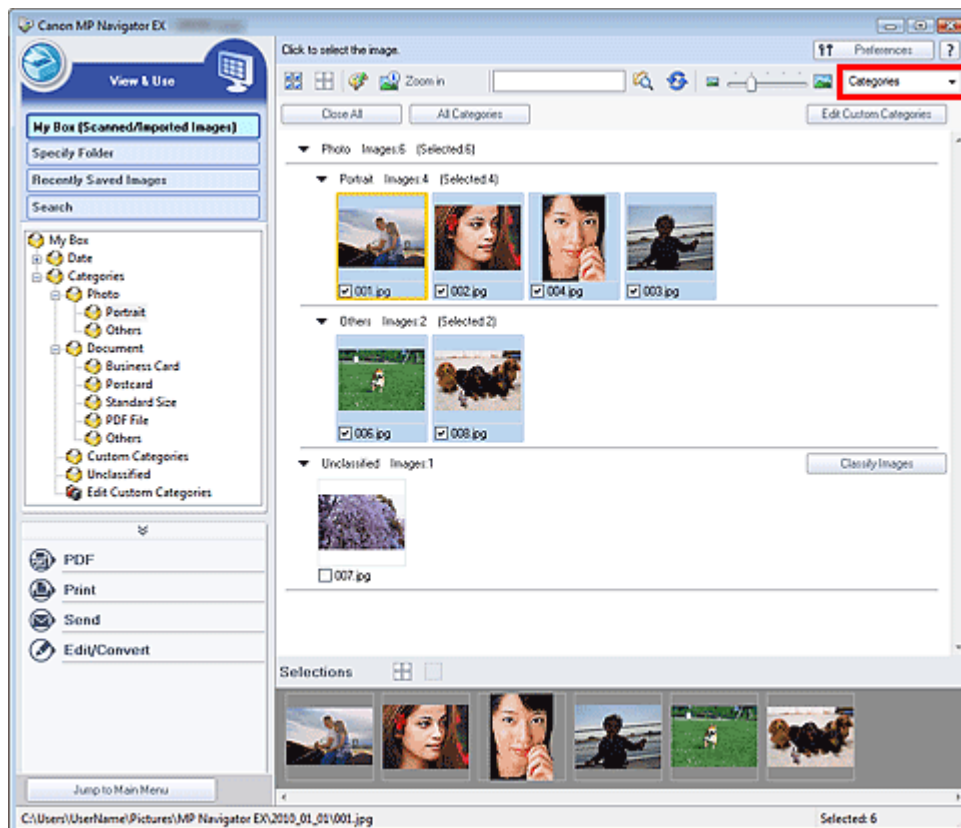
   Images are sorted into the following categories.

   Photos: Portrait, Others

Documents: Business Card, Postcard, Standard Size, PDF File, Others

Custom categories: Displays your custom categories.

To create custom categories, see " Creating Custom Categories ."

Unclassified: Displays images that are not classified.

📖**Note**

- Click Classify Images to classify images displayed in Unclassified automatically. Click Cancel to stop.
- Classification may take time if there are many images to classify.

🚩**Important**

- Even if you classify images saved in removable media such as USB flash drive and external hard disk, the classification information will be deleted once you remove the media. From the next time, the images are classified to Unclassified.
- Images cannot be classified when Recently Saved Images is selected in the View & Use window.

📖**Note**

- Some images may not be detected correctly and thus may be classified into wrong categories. In that case, drag and drop the image to the correct category.
- Images saved in network folders may not be classified.
- You can search for images by category. See "Searching Images" for details.

Creating Custom Categories

1. In the View & Use window, sort images by category and click Edit Custom Categories.

   The Edit Custom Categories dialog box opens.
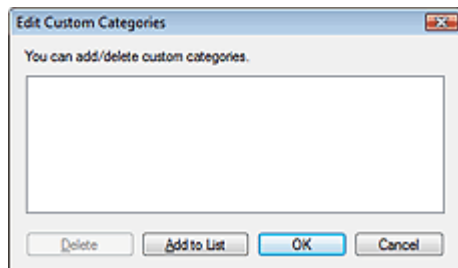
2. Click Add to List.

   The Add Category dialog box opens.
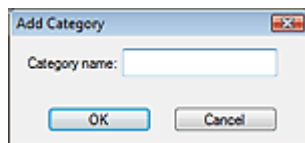
3. Enter Category name and click OK.

📖**Note**

- You can create up to 20 custom categories.
- Up to 50 single-byte characters can be used for a category name.
- Double-click a created category to open the Change Category Name dialog box in which you can change the category name.
- Select a custom category and click Delete to delete it.

Related Topic

▶ View & Use Window

▶ View & Use Window

Advanced Guide

MP Navigator EX

Utilizing Images in MP Navigator EX

You can scan images using MP Navigator EX and edit or print the saved images.

See the corresponding sections below for details on saving scanned images.

- **Saving scanned images to computer**

  ➡ Saving

- **Saving scanned image as PDF Files**

  ➡ Saving as PDF Files

See the corresponding sections below for details on using images/files.

- **Creating/editing PDF files from scanned images**

  ➡ Creating/Editing PDF Files

- **Printing multiple scanned images at one time or printing at specific size, quality, etc.**

  ➡ Printing Documents

- **Printing scanned photos**

  ➡ Printing Photos

- **Sending scanned images via e-mail**

  ➡ Sending via E-mail

- **Correcting/enhancing scanned images or converting them to text**

  ➡ Editing Files

- **Setting passwords for created PDF files**

  ➡ Setting Passwords for PDF Files
  ➡ Opening/Editing Password-protected PDF Files

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Advanced Guide

MP Navigator EX

Saving

Save images scanned with MP Navigator EX to a computer.

1. Select the checkboxes of the images you want to save, then click Save.
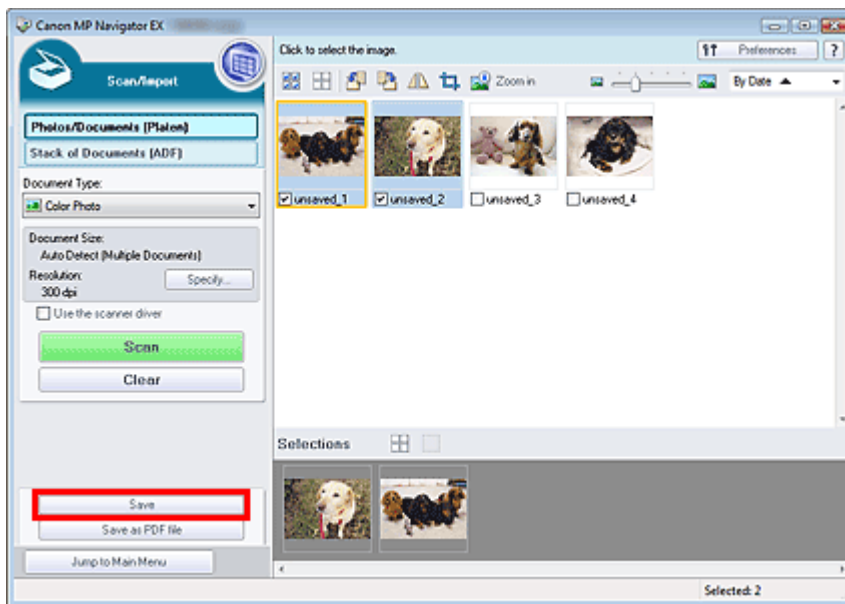
2. In the Save dialog box, specify the save settings.

   Specify the destination folder, file name and file type.

   ➡ Save Dialog Box
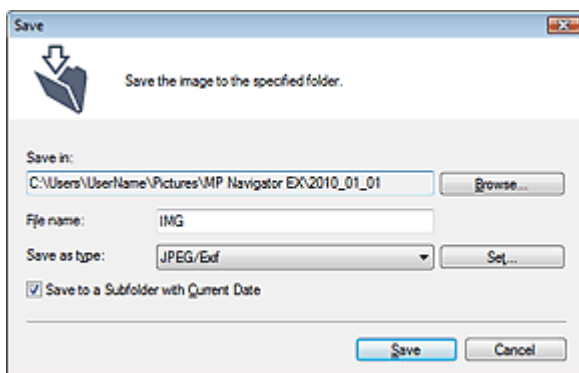
   🚩 **Important**

   - You cannot select JPEG/Exif when Document Type is Text(OCR), Text(Simplex) or Text(Duplex).
   - You cannot select JPEG/Exif when Black and White is selected for Color Mode on the Advanced Mode tab of ScanGear (scanner driver).

   📖 **Note**

   - By default, the following folders are specified as the destination folders.
     Windows 7: MP Navigator EX folder in My Pictures folder
     Windows Vista: MP Navigator EX folder in Pictures folder
     Windows XP: MP Navigator EX folder in My Pictures folder

Windows 2000: MP Navigator EX folder in My Pictures folder

3. Click Save.

Scanned images are saved according to the settings.

To further use/edit the scanned images on MP Navigator EX, click Open saved location in the Save Complete dialog box.

➡ Creating/Editing PDF Files

➡ Printing Documents

➡ Printing Photos

➡ Sending via E-mail

➡ Editing Files

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Advanced Guide

MP Navigator EX

Saving as PDF Files

Save images scanned with MP Navigator EX as PDF files.

1. Select the checkboxes of the images you want to save, then click Save as PDF file.
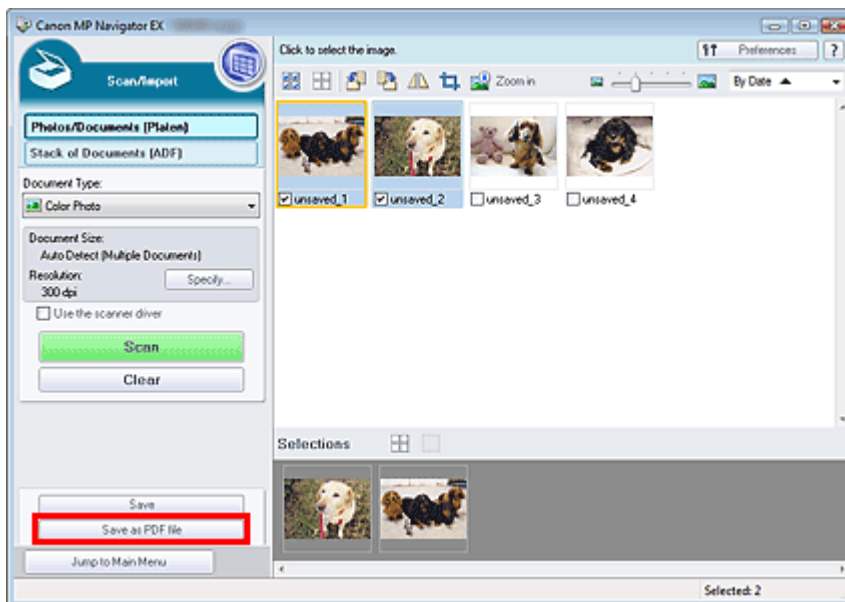
2. In the Save as PDF file dialog box, specify the save settings.

Specify the file type, file name and destination folder.

➡ Save as PDF file Dialog Box
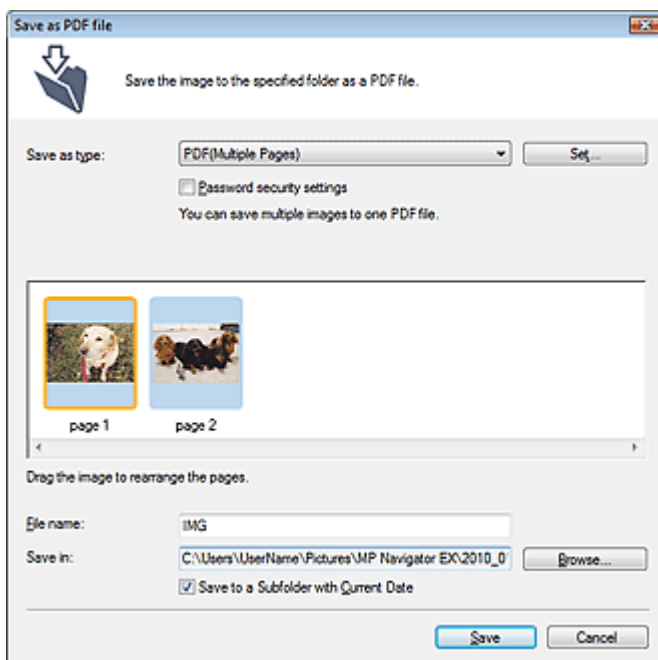
Select from the following PDF file types:

- **PDF**

Save each of the selected images as a separate PDF file.

- **PDF(Multiple Pages)**

Save multiple images in one PDF file.

> **Note**
>
> ■ PDF(Multiple Pages) is displayed when multiple images are selected.

- **PDF(Add Page)**

Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

> **Important**
>
> ■ Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
> ■ If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.

> **Note**
>
> ■ By default, the following folders are specified as the destination folders.
> Windows 7: MP Navigator EX folder in My Pictures folder
> Windows Vista: MP Navigator EX folder in Pictures folder
> Windows XP: MP Navigator EX folder in My Pictures folder
> Windows 2000: MP Navigator EX folder in My Pictures folder
> ■ You can set passwords for PDF files.
> ➡ Setting Passwords for PDF Files

3. Click Save.

Scanned images are saved according to the settings.

To further use/edit the scanned images on MP Navigator EX, click Open saved location in the Save Complete dialog box.

➡ Creating/Editing PDF Files

➡ Printing Documents

➡ Printing Photos

➡ Sending via E-mail

➡ Editing Files

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Advanced Guide

MP Navigator EX

Creating/Editing PDF Files

Create/edit PDF files using MP Navigator EX. After scanning documents and saving them, open the View
& Use window to create PDF files and add/delete pages, rearrange the page order, etc.
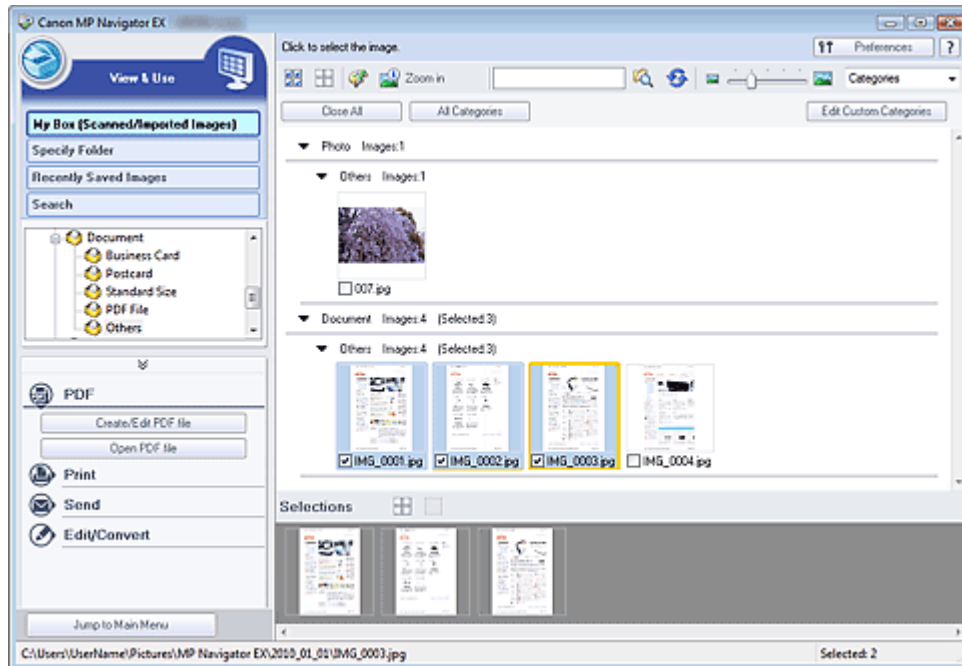
Important

- You can create or edit up to 99 pages at one time using MP Navigator EX.

Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  - Opening Images Saved on a Computer

Creating/Editing PDF Files with MP Navigator EX

1. Select images and click PDF.

   Note

   - You can select PDF, JPEG, TIFF and BMP files.

2. Click Create/Edit PDF file on the list.

   Important

   - For PDF files, you can only edit those created with MP Navigator EX. You cannot edit PDF files
     created with other applications. PDF files edited in other applications cannot be edited as well.

   Note

   - If a password-protected PDF file is selected, you will be prompted to enter the password.

➡ Opening/Editing Password-protected PDF Files

3. Add/delete pages as required.

To add an existing file, click Add Page and select the file. To delete a page, select it and click Delete Selected Pages.
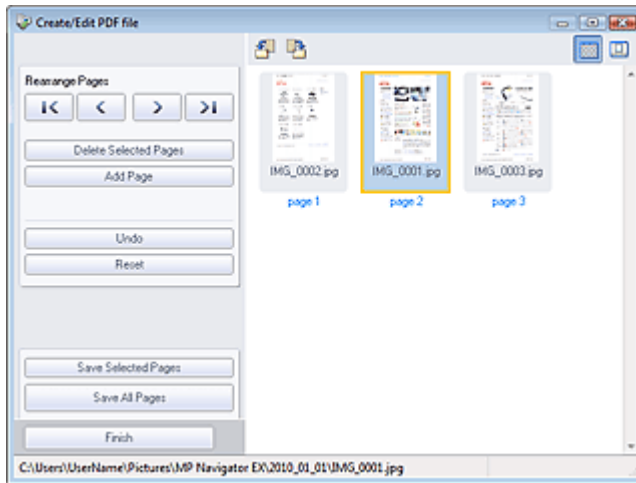
📖 **Note**

- You can add PDF, JPEG, TIFF and BMP files.
- When adding a password-protected PDF file, you will be prompted to enter the password.

4. Rearrange the page order as required.

Use the icons to rearrange the order. Alternatively, drag the thumbnail to the target location.

📖 **Note**

- See "Create/Edit PDF file Window " for details on the Create/Edit PDF file window.

5. Click Save Selected Pages or Save All Pages.

The Save as PDF file dialog box opens.

➡ Save as PDF file Dialog Box

🚩 **Important**

- You cannot save images scanned at 9601 pixels or more in the vertical and horizontal directions.
- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords in the Save as PDF file dialog box.
  ➡ Setting Passwords for PDF Files

6. Specify the save settings in the Save as PDF file dialog box, then click Save.

Images are saved according to the settings.

Opening PDF Files in an Application

You can open PDF files created with MP Navigator EX in an associated application and edit or print them.

1. Select PDF files and click PDF.

🚩 **Important**

- For PDF files, you can only select those created with MP Navigator EX. You cannot select PDF files created with other applications. PDF files edited in other applications cannot be selected as well.

2. Click Open PDF file on the list.

The application associated with the .pdf file extension by the operating system starts.

![Important flag] **Important**

- Password-protected PDF files cannot be opened in applications not supporting PDF security.
- Files may not open if an application that can be associated with PDF files is not installed.

3. Use the application to edit/print the file.

For details, refer to the application's manual.

![Important flag] **Important**

- In some applications, the commands (print, edit, etc.) restricted by Permissions Password may differ from those in MP Navigator EX.

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Advanced Guide > Scanning > Scanning with the Bundled Application Software > Utilizing Images in MP Navigator EX >
Printing Documents

MP Navigator EX

Printing Documents

You can print multiple scanned images at one time, print at specific quality, etc. using MP Navigator EX.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select images.

   > **Note**
   >
   > - See "Let's Try Scanning" to scan images into MP Navigator EX.
   > - You can also select images saved on a computer.
   >   ➡ Opening Images Saved on a Computer

2. Click Print, then click Print Document on the list.
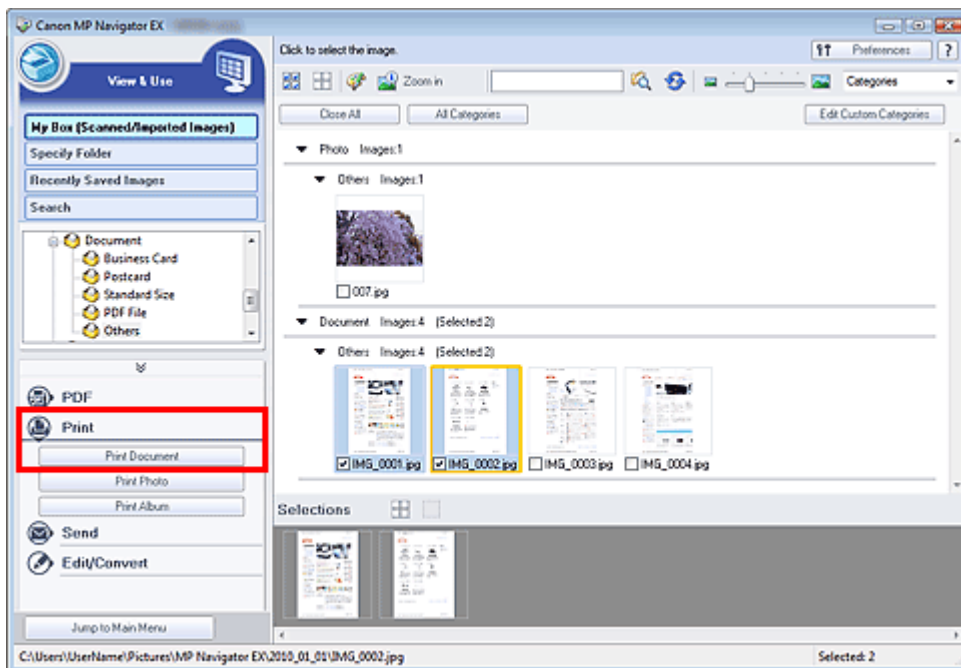
   > ⚑ **Important**
   >
   > - If a password-protected PDF file is selected, you will be prompted to enter the password.
   >   ➡ Opening/Editing Password-protected PDF Files

3. Specify print settings as required.

   In the displayed dialog box, specify print count, quality, scale, etc.

   ➡ Print Document Dialog Box
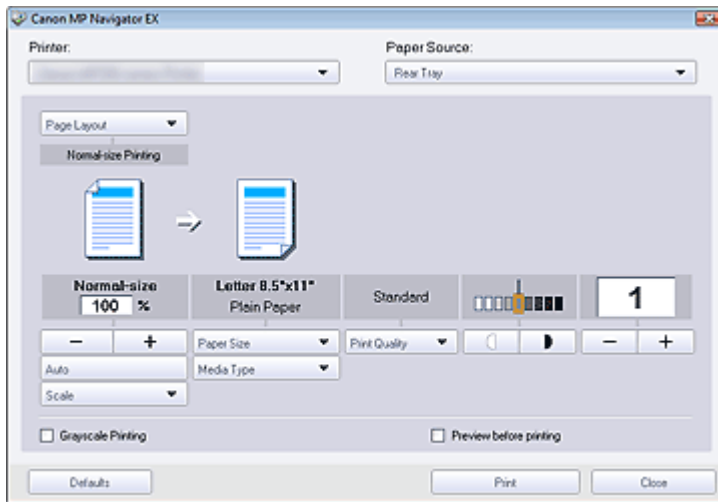
> **Important**
>
> - At normal-size (100%), some images may be printed small or with some portions cropped. In that case, select Auto to resize the print in proportion to the paper size.

4. Click Print.

Starts printing.

> **Note**
>
> - When printing a multiple-page PDF file via Print Document, printing may take time depending on your computer. In that case, follow these steps and change settings.
>   Windows 7:
>   1. From the Start menu, select Devices and Printers.
>   2. Right-click the icon of your printer and click Printer Properties.
>   The printer properties dialog box opens.
>   3. Click the Advanced tab.
>   4. Select Spool print documents so program finishes printing faster.
>   5. Select Start printing after last page is spooled.
>   6. After printing, return the setting on the Advanced tab to Start printing immediately.
>   Windows Vista:
>   1. From the Start menu, select Control Panel.
>   2. Click Printers.
>   3. Right-click the icon of your printer and click Properties.
>   The printer properties dialog box opens.
>   4. Click the Advanced tab.
>   5. Select Spool print documents so program finishes printing faster.
>   6. Select Start printing after last page is spooled.
>   7. After printing, return the setting on the Advanced tab to Start printing immediately.
> - To cancel while spooling, click Cancel. To cancel while printing, click Cancel Printing in the confirmation window for the printer status. To open a confirmation window for the printer status, click printer icon on the taskbar.

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Advanced Guide > Scanning > Scanning with the Bundled Application Software > Utilizing Images in MP Navigator EX > Printing Photos

MP Navigator EX

Printing Photos

You can print photos using MP Navigator EX or an application that accompanies the machine. After scanning documents and saving them, open the View & Use window to select how you want to print the photos.
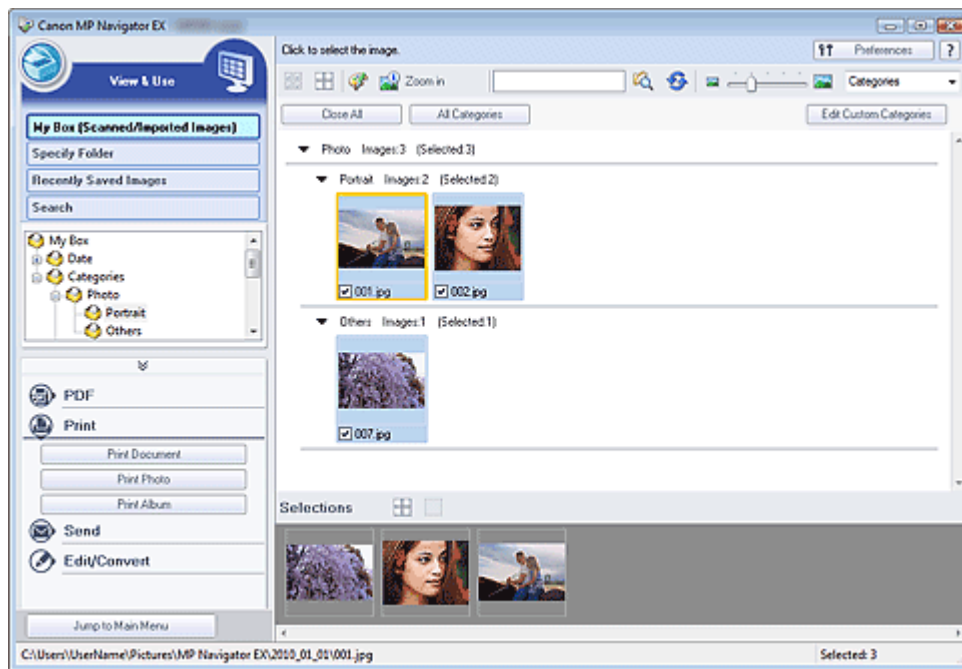
Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  ➡ Opening Images Saved on a Computer

When Printing Photos Using Easy-PhotoPrint EX

You can use Easy-PhotoPrint EX to print scanned photos at high quality or to layout and print images.

1. Select images and click Print.

2. Click Print Photo or Print Album on the list.

   Easy-PhotoPrint EX starts. See " Printing with the Bundled Application Software " for details.

Note

- If Easy-PhotoPrint EX is not installed, print with MP Navigator EX.

When Printing Photos Using MP Navigator EX

1. Select images and click Print.

2. Click Print Photo on the list.

3. Specify print settings as required.

In the displayed dialog box, specify paper size, print count, etc.

➡ Print Photo Dialog Box
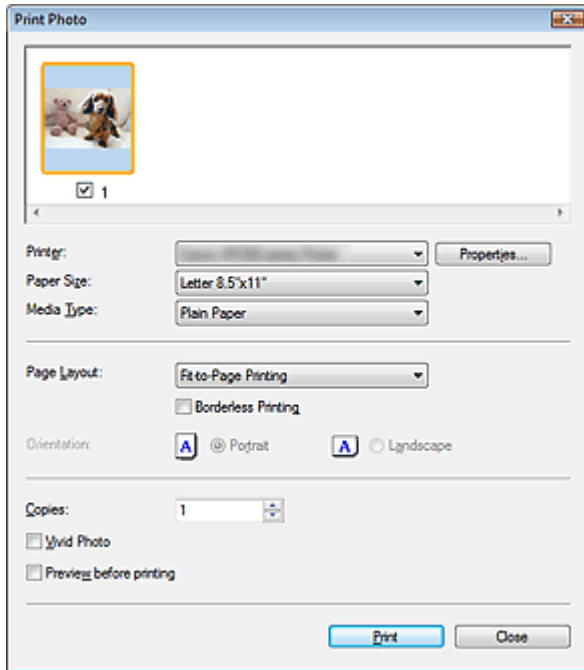
4. Click Print.

Starts printing.

📖 **Note**

- To cancel while spooling, click Cancel. To cancel while printing, click Cancel Printing in the confirmation window for the printer status. To open a confirmation window for the printer status, click printer icon on the taskbar.

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Advanced Guide

MP Navigator EX

Sending via E-mail

Send scanned images via e-mail.

🚩**Important**

- MP Navigator EX is compatible with the following e-mail software programs:
  - Windows Mail (Windows Vista)
  - Outlook Express (Windows XP/Windows 2000)
  - Microsoft Outlook
  (If an e-mail software program does not operate properly, check that the program's MAPI is enabled. To enable MAPI, refer to the manual of the e-mail software program.)

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select images.

   📖**Note**

   - Only PDF and JPEG files can be attached to e-mail.
   - See "Let's Try Scanning" to scan images into MP Navigator EX.
   - You can also select images saved on a computer.
     ➡ Opening Images Saved on a Computer

2. Click Send, then click Attach to E-mail on the list.
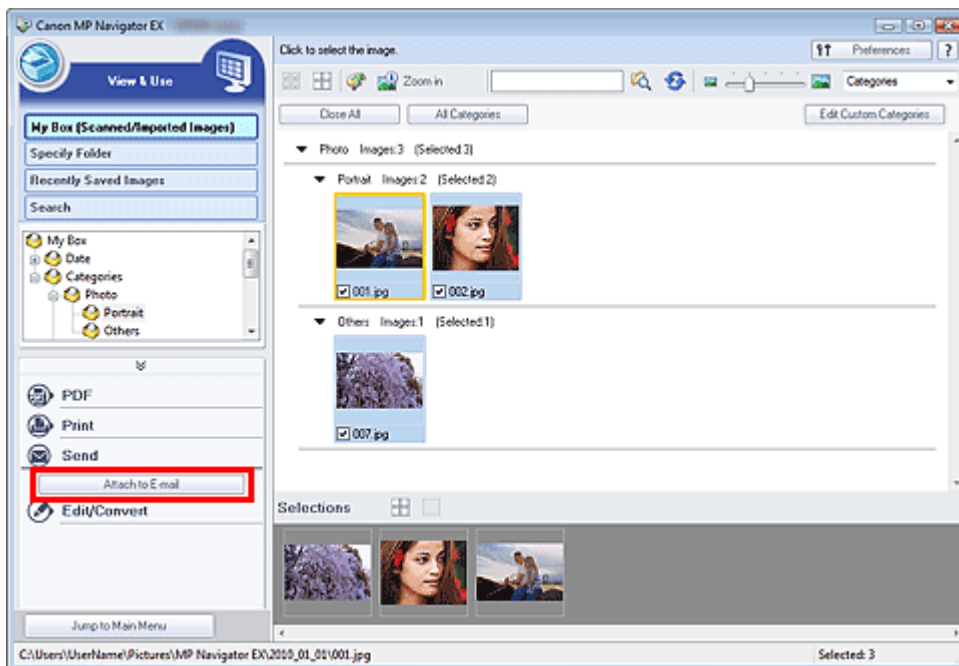
3. Set save options as required.

   Specify the destination folder and file name.
   ➡ Send via E-mail Dialog Box
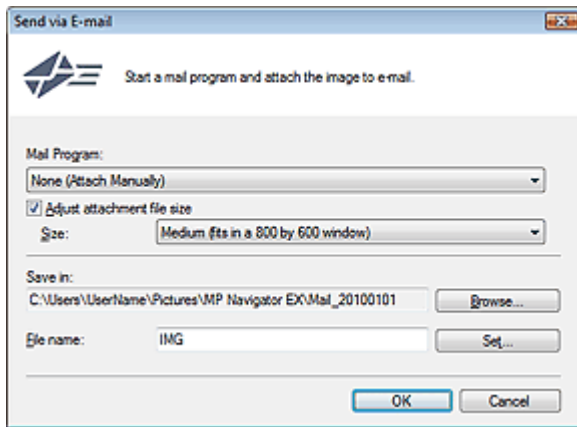
Note

- You can select a compression type when sending JPEG images via e-mail. Click Set... to open a dialog box and select a compression type from High(Low Compression), Standard or Low(High Compression).

4. Click OK.

Files are saved according to the settings, and the e-mail software program starts.

5. Specify the recipient, enter the subject and message, then send e-mail.

For details, refer to the manual of the e-mail software program.

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MP Navigator EX

Editing Files

You can edit images or convert them to text using MP Navigator EX or an application that accompanies the machine. After scanning documents and saving them, open the View & Use window to select what you want to do with the images.
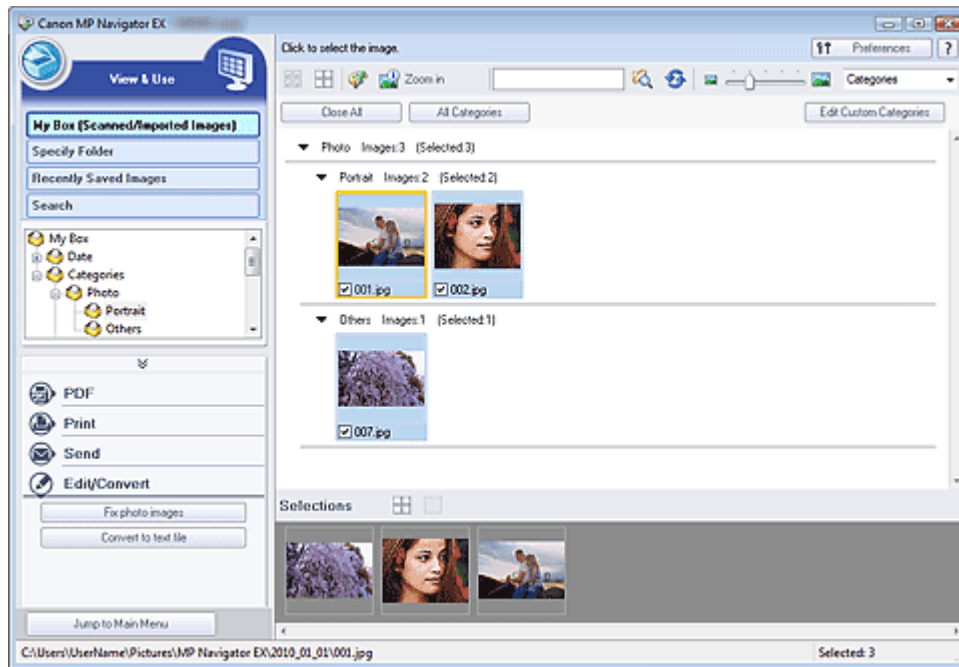
Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  - Opening Images Saved on a Computer

Correcting Photo Images

You can correct/enhance images in the Correct/Enhance Images window.

1. Select images and click Edit/Convert.

2. Click Fix photo images on the list.

   The Correct/Enhance Images window opens.

3. Correct/enhance images in the Correct/Enhance Images window.

   Note

   - See "Correct/Enhance Images Window " for details on the Correct/Enhance Images window.
   - See the corresponding sections below for correcting/enhancing images.
     - Correcting/Enhancing Images Automatically
     - Correcting/Enhancing Images Manually

Converting Documents to Text

Scan text in scanned magazines and newspapers and display it in Notepad (included with Windows).

▶**Important**

■ PDF files cannot be converted to text.

1. Select images and click Edit/Convert.

2. Click Convert to text file on the list.

Notepad (included with Windows) starts and editable text appears.

📖**Note**

■ Only text written in languages that can be selected on the General tab can be extracted to Notepad (included with Windows). Click Set... on the General tab and specify the language according to the language of the document to be scanned.
When scanning multiple documents, you can collect the extracted text into one file.
➡ General Tab
■ Text displayed in Notepad (included with Windows) is for guidance only. Text in the image of the following types of documents may not be detected correctly.
- Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
- Slanted documents
- Documents placed upside down or documents with text in the wrong orientation (rotated characters)
- Documents containing special fonts, effects, italics, or hand-written text
- Documents with narrow line spacing
- Documents with colors in the background of text
- Documents containing multiple languages

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Advanced Guide

MP Navigator EX

Setting Passwords for PDF Files

Set passwords for opening, editing and printing PDF files.

You can set two passwords: one for opening the file and one for editing/printing it.

🚩 **Important**

- In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to use this function.
- You will not be able to open/edit the file if you forget the password. Record your passwords in a safe place for future reference.
- Password-protected PDF files cannot be opened in applications not supporting PDF security.
- In some applications, the commands (print, edit, etc.) restricted by Permissions Password may differ from those in MP Navigator EX.
- Password-protected PDF files cannot be searched by text from the " View & Use Window."

1. Scan documents into MP Navigator EX, then click Save as PDF file. Alternatively, edit existing files in the Create/Edit PDF file window, then click Save Selected Pages or Save All Pages.

   The Save as PDF file dialog box opens.

   🚩 **Important**

   - Passwords cannot be set when images are automatically saved after scanning, such as when scanning from the One-click Mode screen or scanning using the Operation Panel of the machine.

   📖 **Note**

   - See "Let's Try Scanning" to scan images.
   - See "Creating/Editing PDF Files " to create PDF files from existing images or to edit files.

2. Select the Password security settings checkbox.
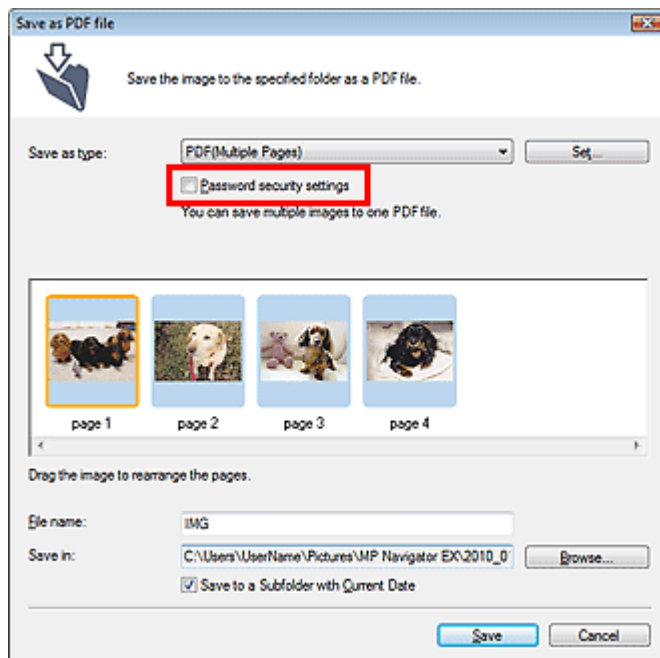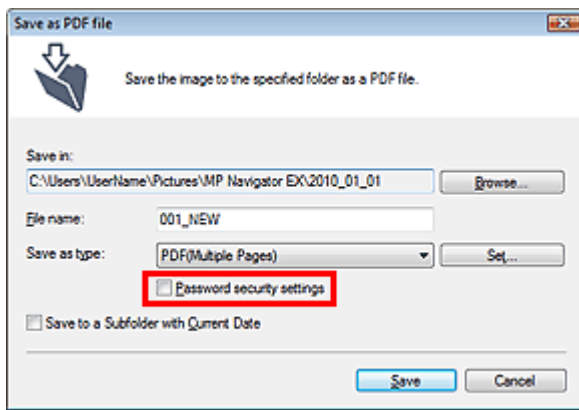
The Password Security -Settings dialog box opens.

📖 Note

- You can also open the Password Security -Settings dialog box by clicking Set..., then selecting Password Security for Security in the PDF Settings dialog box.
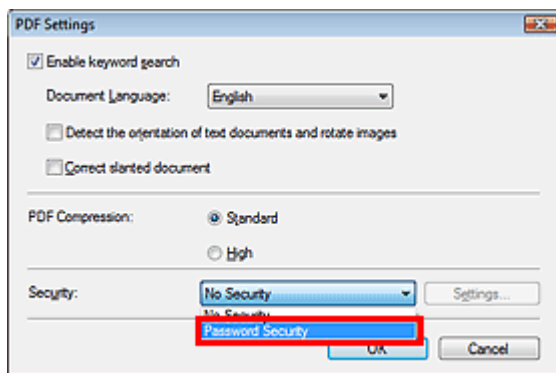
3. Select the Require a password to open the document or Use a password to restrict printing and editing of the document and its security settings checkbox, then enter a password.
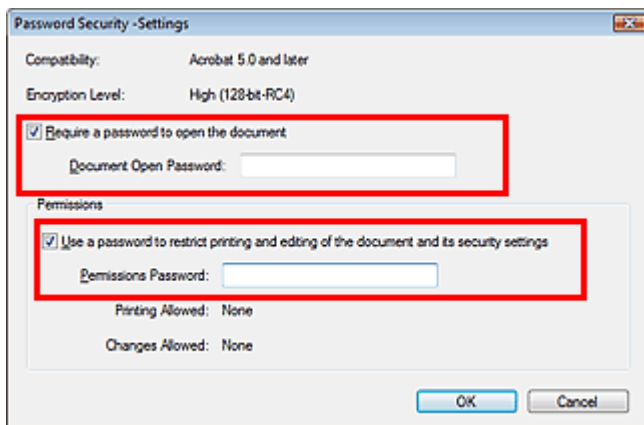
⚑ Important

- Up to 32 single-byte alphanumeric characters can be used for the password. Passwords are case sensitive.
- Select both checkboxes to set both Document Open Password and Permissions Password. You cannot use the same password for both.

4. Click OK.

The Confirm Document Open Password or Confirm Permissions Password dialog box opens.

Document Open Password
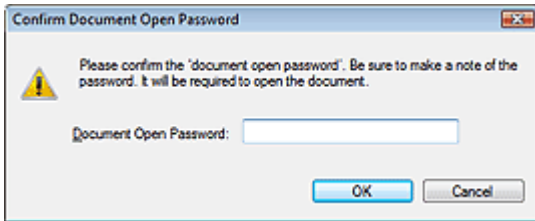
Permissions Password
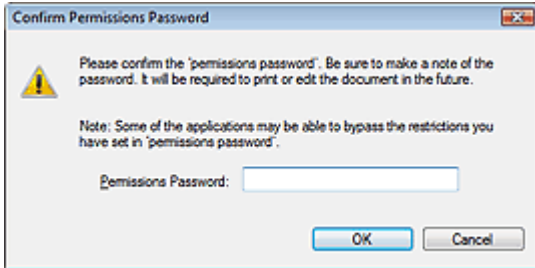
5. Re-enter the password and click OK.

The Save as PDF file dialog box returns.

> **Important**
>
> - If you close the Save as PDF file dialog box without clicking Save, the settings in the Password Security -Settings dialog box will be deleted.
> - Passwords are deleted once the file is edited. Reset the passwords when saving edited files.

> **Note**
>
> - If you set the passwords via the PDF Settings dialog box, the PDF Settings dialog box returns. Click OK. The Save as PDF file dialog box returns.

6. Click Save.

Files are saved according to the settings.

Related Topic

▶ Opening/Editing Password-protected PDF Files

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Advanced Guide > Scanning > Scanning with the Bundled Application Software > Utilizing Images in MP Navigator EX >
Opening/Editing Password-protected PDF Files

MP Navigator EX

Opening/Editing Password-protected PDF Files

Enter a password to open or edit/print password-protected PDF files.

Password entry method varies by operation. The following procedures are examples only.

Important

- You can open, edit or print only PDF files whose passwords were set with MP Navigator EX. You cannot edit PDF files edited in other applications or whose passwords were set with other applications. Only MP Navigator EX version 1.1 and 2.0 or later supports opening, editing and printing password-protected PDF files.
- In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to open, edit or print password-protected PDF files.
- Passwords are case sensitive.
- You can create or edit up to 99 pages at one time using MP Navigator EX.

Entering a Password to Open a File

1. In the View & Use window, select the PDF file you want to open and click [icon] Zoom in.
   Alternatively, double-click the PDF file.
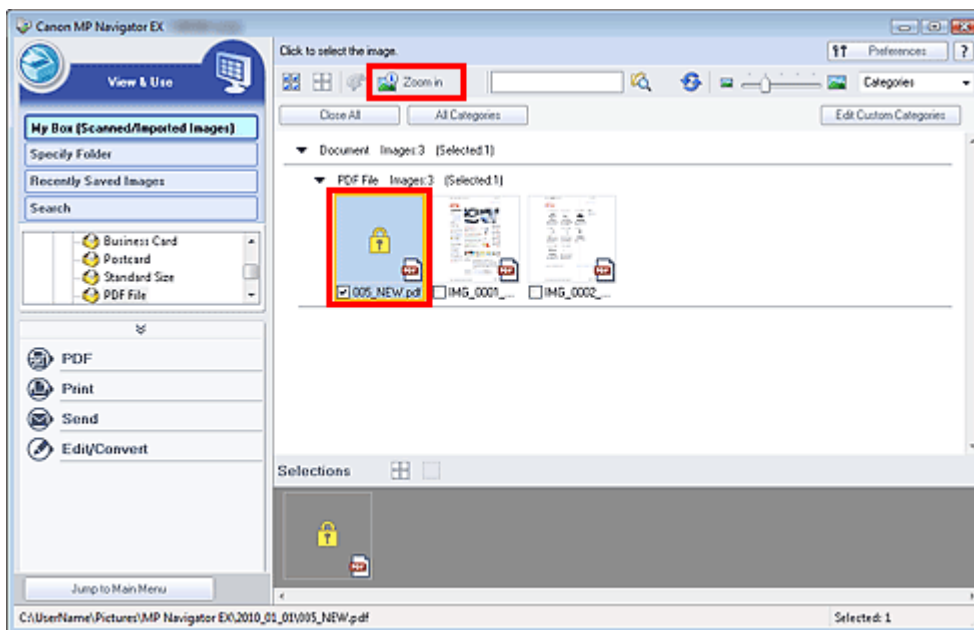
Note

- Only the Document Open Password will be required. The Permissions Password will not be required.
- If the Zoom in dialog box with a lock icon opens, click Enter Password.
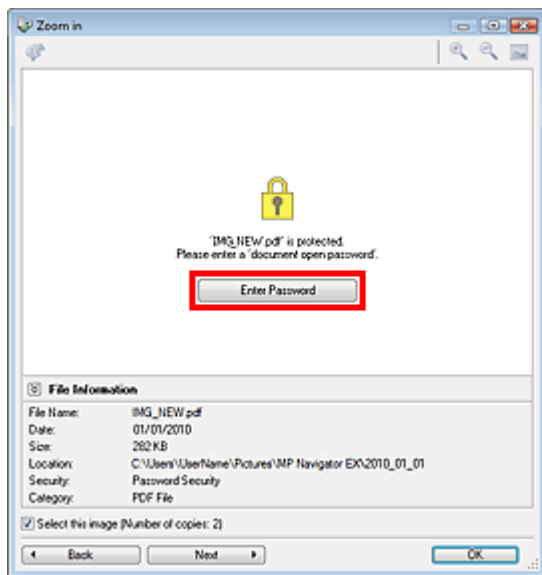
2. The Password dialog box opens. Enter the password and click OK.
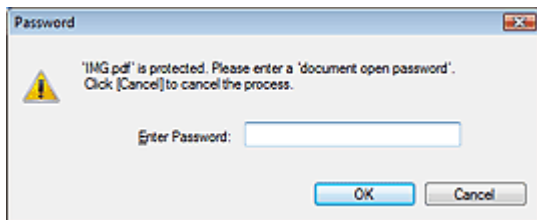
The PDF file opens in the Zoom in dialog box.

Note

- To reopen the file after closing the Zoom in dialog box, re-enter the password.

Entering a Password (Permissions Password) to Edit or Print a File

1. In the View & Use window, select PDF files and click PDF or Print.
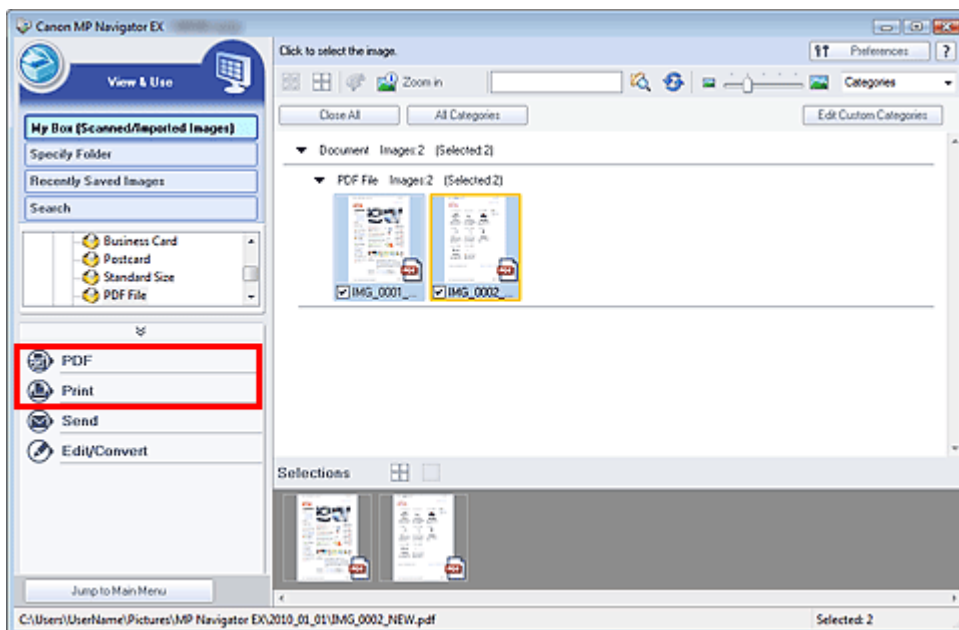
2. To create a PDF file or edit the file, select Create/Edit PDF file on the list. To print the file, click Print Document.

In the Password dialog box, you will be prompted to enter a password.
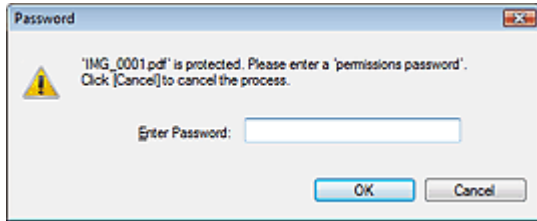
Note

- If the Document Open Password is set as well, the Document Open Password will be required, then the Permissions Password will be required.

3. Enter the password and click OK.

The corresponding dialog box opens.

Important

- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
  ➡ Setting Passwords for PDF Files

Related Topic

▶ Setting Passwords for PDF Files

Advanced Guide

MP Navigator EX

MP Navigator EX Screens

Learn about the screens and functions of MP Navigator EX.

Scan/Import Documents or Images Tab

➡ Photos/Documents (Platen) Screen (Scan/Import Window)

- Scan Settings Dialog Box (Photos/Documents)
- Save Dialog Box
- Save as PDF file Dialog Box

➡ Stack of Documents (ADF) Screen (Scan/Import Window)

- Scan Settings Dialog Box (Stack of Documents (ADF))

View & Use Images on your Computer Tab

➡ View & Use Window

- Create/Edit PDF file Window
- Print Document Dialog Box
- Print Photo Dialog Box
- Send via E-mail Dialog Box
- Correct/Enhance Images Window

Custom Scan with One-click Tab / One-click Mode Screen

➡ Auto Scan Dialog Box

➡ Save Dialog Box (One-click Mode Screen)

- Scan Settings Dialog Box (One-click Mode Screen)

➡ PDF Dialog Box

➡ Mail Dialog Box

➡ OCR Dialog Box

➡ Custom Dialog Box

Preferences Dialog Box

➡ General Tab

➡ Scanner Button Settings Tab (Save to PC)

- Scan Settings Dialog Box (Scanner Button Settings)

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Advanced Guide

MP Navigator EX

Navigation Mode Screen

This is one of the startup screens of MP Navigator EX.

Point to the icon at the top of the screen to display each tab. Use each tab depending on what you want to do.
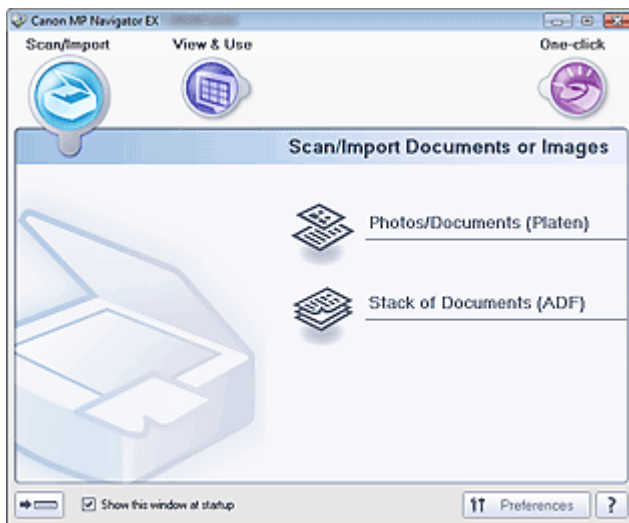
- **Scan/Import**

  Scan photos and documents.
  ➡ Scan/Import Documents or Images Tab

- **View & Use**

  You can open images saved on a computer and print them or attach them to e-mail. You can also edit them using an application that accompanies the machine.
  ➡ View & Use Images on your Computer Tab

- **One-click**

  You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  ➡ Custom Scan with One-click Tab

- **(Switch Mode)**

  Switches to One-click Mode screen. In the One-click Mode screen, you can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  ➡ One-click Mode Screen

- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.

- **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡ Preferences Dialog Box

- **(Guide)**

  Opens this guide.

MP Navigator EX

Scan/Import Documents or Images Tab

Point to Scan/Import in the Navigation Mode screen to display the Scan/Import Documents or Images tab.

Scan photos and documents.
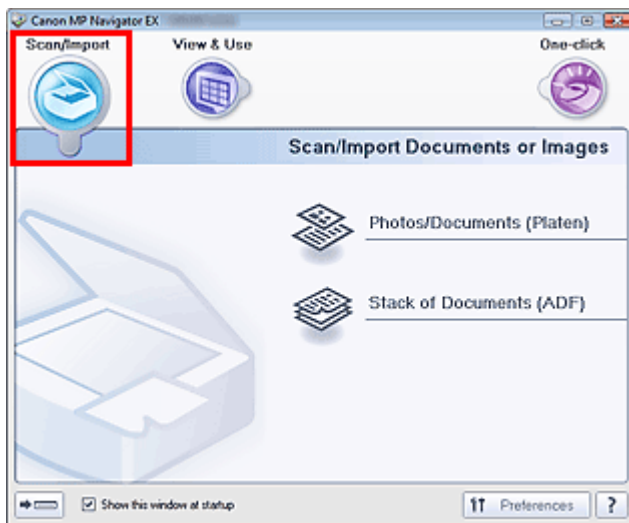
- **Photos/Documents (Platen)**

  Opens the Scan/Import window. Scan photos and documents placed on the Platen.
  ➡ Photos/Documents (Platen) Screen (Scan/Import Window)

- **Stack of Documents (ADF)**

  Opens the Scan/Import window. Place multiple documents on the ADF (Auto Document Feeder) and scan at one time.
  ➡ Stack of Documents (ADF) Screen (Scan/Import Window)

- **(Switch Mode)**

  Switches to One-click Mode screen. In the One-click Mode screen, you can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  ➡ One-click Mode Screen

- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.

- **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡ Preferences Dialog Box

- **(Guide)**

  Opens this guide.

Page top

View & Use Images on your Computer Tab

Point to View & Use in the Navigation Mode screen to display the View & Use Images on your Computer tab.

You can open images saved on a computer and print them or attach them to e-mail. You can also edit them using an application that accompanies the machine.
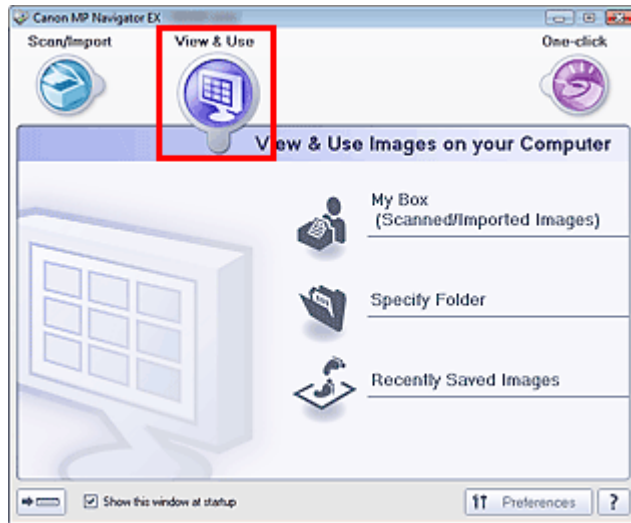
- **My Box (Scanned/Imported Images)**

  Opens the View & Use window with My Box (Scanned/Imported Images) selected.
  You can open and use images saved in My Box.
  My Box is a specific folder for saving images scanned with MP Navigator EX.

  📖 Note

  - The following folders are specified by default.
    Windows 7: MP Navigator EX folder in My Pictures folder
    Windows Vista: MP Navigator EX folder in Pictures folder
    Windows XP: MP Navigator EX folder in My Pictures folder
    Windows 2000: MP Navigator EX folder in My Pictures folder

- **Specify Folder**

  Opens the View & Use window with Specify Folder selected.
  You can open and use images saved in specific folders.

- **Recently Saved Images**

  Opens the View & Use window with Recently Saved Images selected.
  You can open and use "Scanned/Imported Images" and images that have been "Attached to E-mail" or "Sent to Application" recently.
  ➡ View & Use Window

- **(Switch Mode)**

  Switches to One-click Mode screen. In the One-click Mode screen, you can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  ➡ One-click Mode Screen

- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.

- **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.

  ➡ Preferences Dialog Box

- **(Guide)**

  Opens this guide.

Related Topic

▶ Opening Images Saved on a Computer

Page top⇑

MP Navigator EX

Custom Scan with One-click Tab

Point to One-click in the Navigation Mode screen to display the Custom Scan with One-click tab.

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
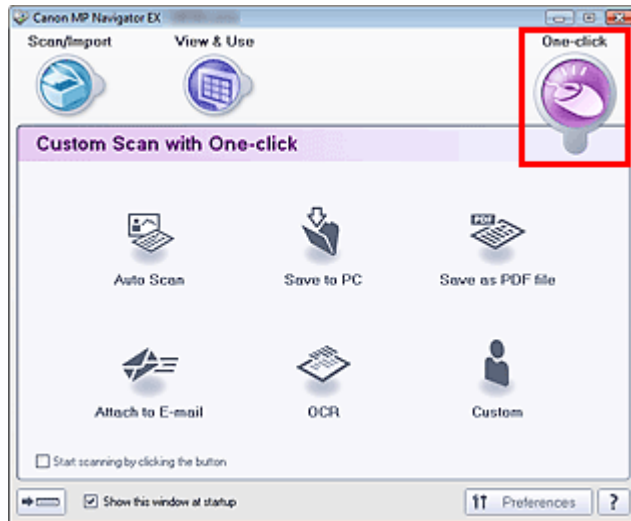
- **Auto Scan**

  Scan documents by automatically detecting the document type. File format is automatically set. Files are saved to a computer.
  When you click this icon, the Auto Scan dialog box opens and you can specify the save settings.
  ➡ Auto Scan Dialog Box

- **Save to PC**

  Scan documents or photos and save them to a computer. The document type can be detected automatically.
  When you click this icon, the Save dialog box opens and you can specify the scan/save settings.
  ➡ Save Dialog Box (One-click Mode Screen)

- **Save as PDF file**

  Scan documents and save them as PDF files.
  When you click this icon, the PDF dialog box opens and you can specify the scan/save and application settings.
  ➡ PDF Dialog Box

- **Attach to E-mail**

  Scan documents or photos and attach them to e-mail.
  When you click this icon, the Mail dialog box opens and you can specify the scan/save and e-mail software program settings.
  ➡ Mail Dialog Box

- **OCR**

  Scan text documents then extract text in the image and display it in Notepad (included with Windows).
  When you click this icon, the OCR dialog box opens and you can specify the scan/save settings.
  ➡ OCR Dialog Box

- **Custom**

  Scan documents/photos and open them in a specified application. The document type can be automatically detected.
  When you click this icon, the Custom dialog box opens and you can specify the scan/save and application settings.
  ➡ Custom Dialog Box

- **Start scanning by clicking the button**

  Select this checkbox and click an icon to start scanning immediately.

- **(Switch Mode)**

  Switches to One-click Mode. The One-click Mode screen appears.
  ➡ One-click Mode Screen

- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.

- **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡ Preferences Dialog Box

- **(Guide)**

  Opens this guide.

Important

- The following restrictions apply when you scan with Document Type set to Auto Mode in the Save or Custom dialog box.
  When you want to convert text in the scanned image to text data, specify Document Type (do not select Auto Mode).

Related Topic

▶ Easy Scanning with One-click

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![MP Navigator EX]

Photos/Documents (Platen) Screen (Scan/Import Window)

Point to Scan/Import in the Navigation Mode screen and click Photos/Documents (Platen) to open the Photos/Documents (Platen) screen (Scan/Import window).

Open this window to scan documents from the Platen.
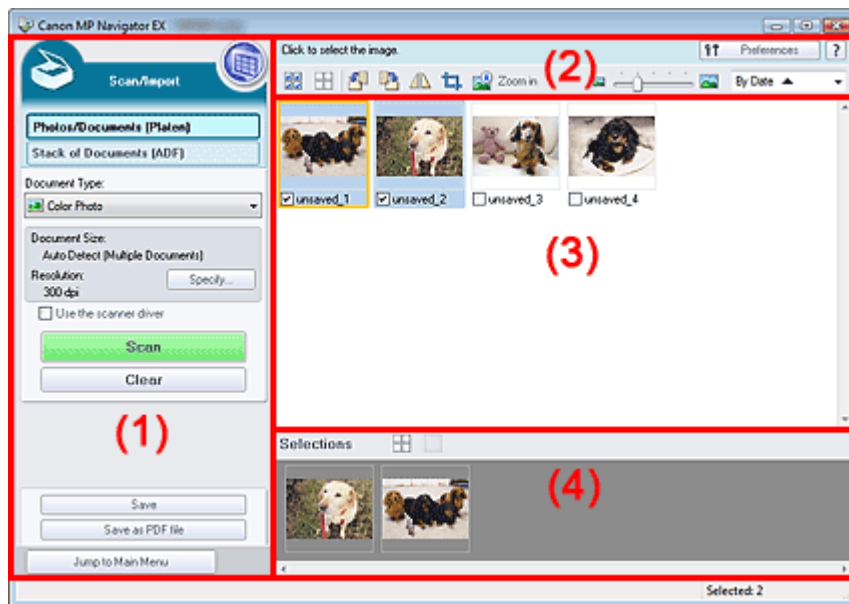
(1) Settings and Operation Buttons

(2) Toolbar

(3) Thumbnail Window

(4) Selected Images Area

Settings and Operation Buttons

- (View & Use)

    Click this when you want to open images and PDF files saved on your computer. The View & Use window opens.
    ➡ View & Use Window

- **Photos/Documents (Platen)**

    Displays the screen for scanning photos, documents, magazines and other printed materials.

- **Stack of Documents (ADF)**

    Click this when you want to scan multiple documents at one time from the ADF (Auto Document Feeder). The screen for scanning from the ADF appears.
    ➡ Stack of Documents (ADF) Screen (Scan/Import Window)

- **Document Type**

    Select the type of document to be scanned.
    Scanning photos: Color Photo or Black and White Photo
    Scanning text documents: Color Document, Black and White Document or Text(OCR)
    Scanning magazines: Magazine(Color)

▶ **Important**

- You cannot select Document Type if the Use the scanner driver checkbox is selected.

- **Specify...**

  Specify the document size, resolution, and other advanced scan settings.
  ➡ Scan Settings Dialog Box (Photos/Documents)

  🚩**Important**

  - Specify... is not available if the Use the scanner driver checkbox is selected.

- **Use the scanner driver**

  Select this checkbox when you want to scan with ScanGear (scanner driver). Use ScanGear to correct images and adjust colors when scanning.

- **Scan**

  Scanning starts.

  📖**Note**

  - This button changes to Open Scanner Driver when you select the Use the scanner driver checkbox.

- **Open Scanner Driver**

  ScanGear starts.
  See "ScanGear (Scanner Driver) Screens " for details on ScanGear screens.

  📖**Note**

  - This button changes to Scan when you deselect the Use the scanner driver checkbox.

- **Clear**

  Delete all images in the Thumbnail window.

  📖**Note**

  - Images not saved on a computer will be deleted. To keep important images, use Save or other methods to save them to a computer before clicking Clear.

- **Save**

  Save the selected images. Click to open the Save dialog box and specify the save settings.
  ➡ Save Dialog Box

- **Save as PDF file**

  Save the selected images as PDF files. Click to open the Save as PDF file dialog box and specify the save settings.
  ➡ Save as PDF file Dialog Box

- Jump to Main Menu **Jump to Main Menu**

  Jumps to the Main Menu.

Toolbar

- ↑↑ Preferences **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡ Preferences Dialog Box

- ? **(Guide)**

  Opens this guide.

- **Edit Tools**

  - (Select All)

Selects all images in the Thumbnail window.

- **(Cancel All)**

Cancels all image selections in the Thumbnail window.

- **(Rotate Left)**

Rotates the target image (outlined in orange) 90 degrees counter-clockwise.

- **(Rotate Right)**

Rotates the target image (outlined in orange) 90 degrees clockwise.

- **(Invert)**

Inverts the target image (outlined in orange) horizontally.

- **(Trimming)**

Trims the target image (outlined in orange). Trimming is the act of selecting the area you want to keep in a photo and discarding the rest. Click this button to open the Crop window and specify the trimming frame.

- **Zoom in**

Enlarges the target image (outlined in orange). You can also enlarge the image by double-clicking it.

- **(Display Size)**

Changes the size of images in the Thumbnail window.

- **(Sort by)**

Sorts the images in the Thumbnail window by category or by date (ascending or descending).

Thumbnail Window

- **Thumbnail Window**

Scanned images are displayed.
When you select the checkbox of an image, the image appears in the Selected Images area.

Note

- Thumbnails may appear as "?" when there is not enough memory to display the images.

When Images are Sorted by Categories

- **Close All / Open All**

You can hide or show all images in the displayed categories.

- **Close All**

Hides all images.

- **Open All**

Displays all images.

Note

- When you click Close All, the button changes to Open All.

Selected Images Area

- **(Cancel All)**

Cancels the selection of all images in the Selected Images area.

- **(Cancel Selection)**

  Cancels the selection of the target image (outlined in orange) in the Selected Images area.

- **Selected Images Area**

  Images selected in the Thumbnail window are displayed.

Related Topic

Scanning Photos and Documents

Page top

Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Scan Settings Dialog Box (Photos/Documents)

Scan Settings Dialog Box (Photos/Documents)

The Scan Settings dialog box opens when you click Specify... in the Scan/Import window.

In the Scan Settings dialog box, you can make advanced scan settings.
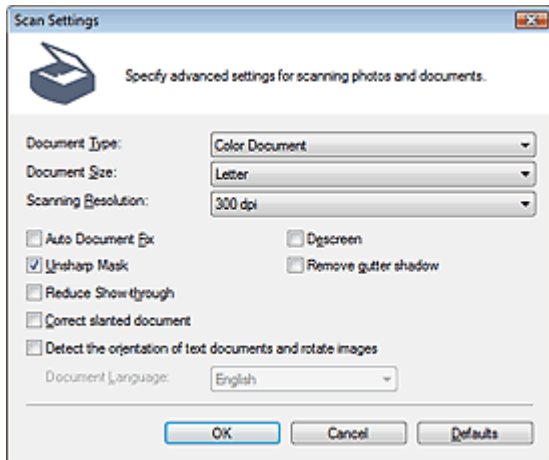
- **Document Type**

  Select the type of document to be scanned.
  Scanning photos: Color Photo or Black and White Photo
  Scanning text documents: Color Document, Black and White Document or Text(OCR)
  Scanning magazines: Magazine(Color)

  > **Important**
  > - To scan correctly, select a document type that matches the document to be scanned.
  > - You cannot select Text(OCR) when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.
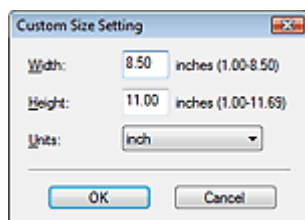
  > **Important**
  > - When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow (alignment mark) of the Platen.
  > - You cannot select Auto Detect (Multiple Documents) or Auto Detect when Document Type is Text(OCR).

- **Scanning Resolution**

  Select the resolution at which to scan documents.

➡Resolution

📖**Note**

- The following scanning resolutions can be specified when Document Type is Text(OCR).
300 dpi / 400 dpi

- **Auto Photo Fix** / **Auto Document Fix**

The displayed item varies by Document Type.

- **Auto Photo Fix**

This is displayed when Document Type is Color Photo. Select this checkbox to automatically analyze the captured scene (landscape, night scene, etc.) and apply suitable corrections.

- **Auto Document Fix**

This is displayed when Document Type is Color Document, Black and White Document or Magazine(Color). Select this checkbox to sharpen text in a document or magazine for better readability.

🚩**Important**

- When this checkbox is selected, the files can be saved in JPEG/Exif or PDF format only.
- Scanning may take longer than usual when this checkbox is selected.
- You cannot select this checkbox when Document Type is Black and White Photo or Text(OCR).
- You cannot select this checkbox when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.
- The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.

- **Descreen**

Select this checkbox to reduce moire patterns.
Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. Descreen is the function for reducing this moire effect.

🚩**Important**

- You cannot select this checkbox when Document Type is Color Photo, Black and White Photo or Text(OCR).

📖**Note**

- Scanning takes longer than usual when you enable Descreen.

- **Unsharp Mask**

Select this checkbox to emphasize the outline of the subjects and sharpen the image.

🚩**Important**

- You cannot select this checkbox when Document Type is Text(OCR).

- **Remove gutter shadow**

Select this checkbox to correct shadows that appear between pages when scanning open booklets.

🚩**Important**

- You cannot select this checkbox when Auto Detect, Auto Detect (Multiple Documents) or Stitch Assist is selected for Document Size.
- You cannot select this checkbox when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.
- Align the document correctly with the alignment mark on the Platen.

📖**Note**

- Use ScanGear (scanner driver)'s Advanced Mode tab to correct gutter shadows when scanning non-standard size documents or when custom cropping frames are set.
For details, see Gutter Shadow Correction in " Image Settings " (ScanGear's Advanced Mode tab).

- **Reduce Show-through**

Select this checkbox to sharpen text in a document or reduce show-through in newspapers.

Important

- You cannot select this checkbox when Document Type is Color Photo, Black and White Photo or Text(OCR).

Note

- Select this checkbox when Document Type is text document and show-through is apparent in the scanned image.

- **Correct slanted document**

Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

Important

- You cannot select this checkbox when Document Type is Color Photo or Black and White Photo.
- You cannot select this checkbox when Document Size is Stitch Assist.
- The inclination of the following types of documents may not be corrected, as the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images or hand-written text
  - Documents containing both vertical and horizontal lines (tables)

Note

- Scanning takes longer than usual when you enable Correct slanted document.

- **Detect the orientation of text documents and rotate images**

Select this checkbox to detect the orientation of the document from the scanned text and rotate the scanned image to the correct orientation. Select the language of the document to be scanned in Document Language.

Important

- You cannot select this checkbox when Document Type is Color Photo or Black and White Photo.
- You cannot select this checkbox when Document Size is Stitch Assist.
- This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
- The orientation of the following types of documents may not be corrected, as the text cannot be detected correctly. In that case, select the scanned image in the Thumbnail window of the " Photos/Documents (Platen) Screen (Scan/Import Window) " and rotate it with Edit Tools.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

Note

- Scanning takes longer than usual when you enable Detect the orientation of text documents and rotate images.

- **Document Language**

Select the language of the document to be scanned.

Important

- You cannot select this checkbox when Document Type is Color Photo or Black and White Photo.
- You cannot select this checkbox when Document Size is Stitch Assist.

- **Defaults**

  Restores the default settings.

![Advanced Guide]

![MP Navigator EX]

Stack of Documents (ADF) Screen (Scan/Import Window)

Point to Scan/Import in the Navigation Mode screen and click Stack of Documents (ADF), or click Stack of Documents (ADF) in the Scan/Import window to open the Stack of Documents (ADF) screen (Scan/Import window).

Open this window to scan documents from the ADF (Auto Document Feeder).

(1) Settings and Operation Buttons

(2) Toolbar

(3) Thumbnail Window

(4) Selected Images Area

Settings and Operation Buttons

- ![icon] **(View & Use)**
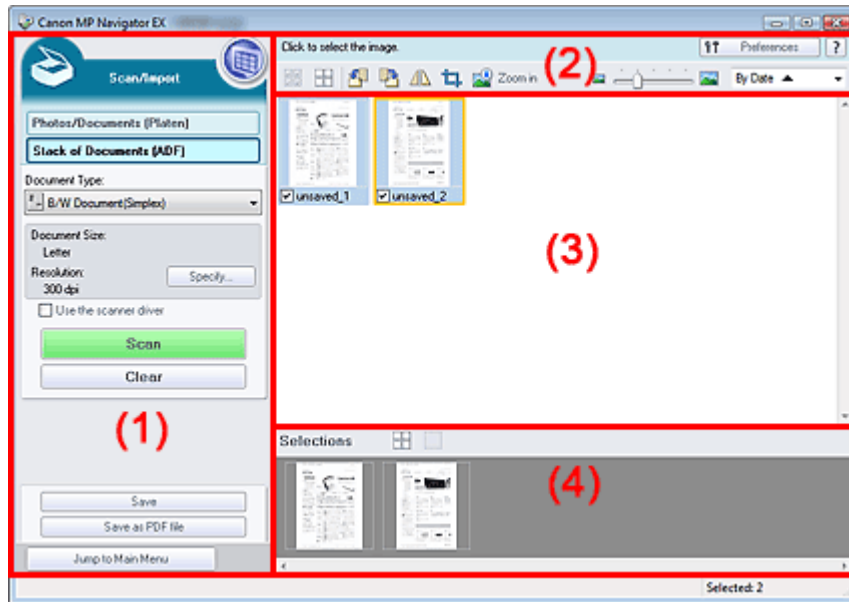
  Click this when you want to open images and PDF files saved on your computer. The View & Use window opens.
  ➡ View & Use Window

- **Photos/Documents (Platen)**

  Click this when you want to scan photos, documents, magazines and other printed materials. The screen for scanning photos and documents appears.
  ➡ Photos/Documents (Platen) Screen (Scan/Import Window)

- **Stack of Documents (ADF)**

  Displays the screen for scanning multiple documents at one time from the ADF (Auto Document Feeder).

- **Document Type**

  Select the type of document to be scanned.
  When scanning one side of each document: Color Document(Simplex), B/W Document(Simplex) or Text(Simplex)
  When scanning both sides of each document: Color Document(Duplex), B/W Document(Duplex) or

Text(Duplex)

> **Important**
> - You cannot select Document Type if the Use the scanner driver checkbox is selected.

- **Specify...**

  Specify the document size, resolution, and other advanced scan settings.
  ➡ Scan Settings Dialog Box (Stack of Documents (ADF))

  > **Important**
  > - Specify... is not available if the Use the scanner driver checkbox is selected.

- **Use the scanner driver**

  Select this checkbox when you want to scan with ScanGear (scanner driver). Use ScanGear to correct images and adjust colors when scanning.

- **Scan**

  Scanning starts.

  > **Note**
  > - This button changes to Open Scanner Driver when you select the Use the scanner driver checkbox.

- **Open Scanner Driver**

  ScanGear starts.
  See "ScanGear (Scanner Driver) Screens " for details on ScanGear screens.

  > **Note**
  > - This button changes to Scan when you deselect the Use the scanner driver checkbox.

- **Clear**

  Delete all images in the Thumbnail window.

  > **Note**
  > - Images not saved on a computer will be deleted. To keep important images, use Save or other methods to save them to a computer before clicking Clear.

- **Save**

  Save the selected images. Click to open the Save dialog box and specify the save settings.
  ➡ Save Dialog Box

- **Save as PDF file**

  Save the selected images as PDF files. Click to open the Save as PDF file dialog box and specify the save settings.
  ➡ Save as PDF file Dialog Box

- [Jump to Main Menu] **Jump to Main Menu**

  Jumps to the Main Menu.

Toolbar

- [Preferences] **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡ Preferences Dialog Box

- [?] **(Guide)**

  Opens this guide.

- **Edit Tools**

    - **(Select All)**

        Selects all images in the Thumbnail window.

    - **(Cancel All)**

        Cancels all image selections in the Thumbnail window.

    - **(Rotate Left)**

        Rotates the target image (outlined in orange) 90 degrees counter-clockwise.

    - **(Rotate Right)**

        Rotates the target image (outlined in orange) 90 degrees clockwise.

    - **(Invert)**

        Inverts the target image (outlined in orange) horizontally.

    - **(Trimming)**

        Trims the target image (outlined in orange). Trimming is the act of selecting the area you want to keep in a photo and discarding the rest. Click this button to open the Crop window and specify the trimming frame.

    - **Zoom in**

        Enlarges the target image (outlined in orange). You can also enlarge the image by double-clicking it.

    - **(Display Size)**

        Changes the size of images in the Thumbnail window.

    - **(Sort by)**

        Sorts the images in the Thumbnail window by category or by date (ascending or descending).

Thumbnail Window

- **Thumbnail Window**

    Scanned images are displayed.
    When you select the checkbox of an image, the image appears in the Selected Images area.

    📖 **Note**

    - Thumbnails may appear as "?" when there is not enough memory to display the images.

    ### When Images are Sorted by Categories

    - **Close All / Open All**

        You can hide or show all images in the displayed categories.

        - **Close All**

            Hides all images.

        - **Open All**

            Displays all images.

        📖 **Note**

        - When you click Close All, the button changes to Open All.

Selected Images Area

- **(Cancel All)**

  Cancels the selection of all images in the Selected Images area.

- **(Cancel Selection)**

  Cancels the selection of the target image (outlined in orange) in the Selected Images area.

- **Selected Images Area**

  Images selected in the Thumbnail window are displayed.

Related Topic

▶ Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Page top⇧

Advanced Guide

Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Scan Settings Dialog Box (Stack of Documents (ADF))

MP Navigator EX

Scan Settings Dialog Box (Stack of Documents (ADF))

The Scan Settings dialog box opens when you click Specify... in the Scan/Import window.

In the Scan Settings dialog box, you can make advanced scan settings.
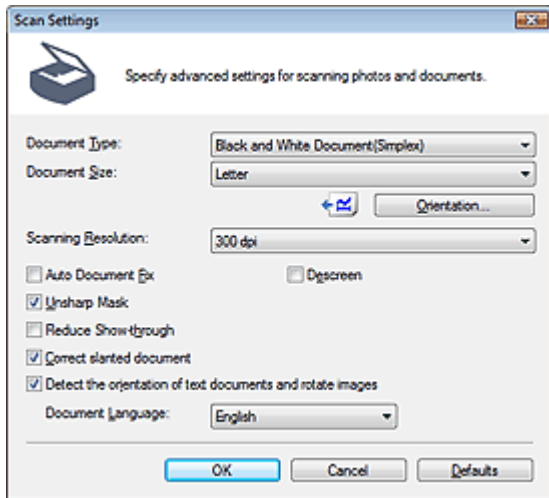
- **Document Type**

    Select the type of document to be scanned.
    When scanning one side of each document: Color Document(Simplex), Black and White Document(Simplex) or Text(Simplex)
    When scanning both sides of each document: Color Document(Duplex), Black and White Document(Duplex) or Text(Duplex)

    Important

    - You cannot select Text(Simplex) or Text(Duplex) when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.

- **Document Size**

    Select the size of the document to be scanned.

- **Orientation...**

    Set the orientation and stapling side of the documents to be scanned.
    Click to open the Orientation when scanning from ADF dialog box.
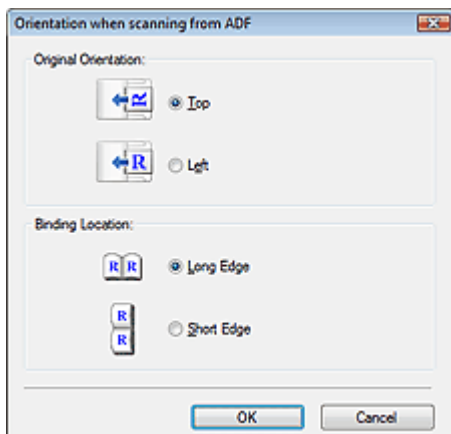
> **Important**
>
> - Binding Location cannot be specified when a simplex type such as Color Document(Simplex) is selected for Document Type.

- **Scanning Resolution**

  Select the resolution at which to scan documents.
  ➡Resolution

  > **Note**
  >
  > - The following scanning resolutions can be specified when Document Type is Text(Simplex) or Text(Duplex).
  >   300 dpi / 400 dpi

- **Auto Document Fix**

  Select this checkbox to sharpen text in a document or magazine for better readability.

  > **Important**
  >
  > - When this checkbox is selected, the files can be saved in JPEG/Exif or PDF format only.
  > - Scanning may take longer than usual when this checkbox is selected.
  > - You cannot select this checkbox when Document Type is Text(Simplex) or Text(Duplex).
  > - You cannot select this checkbox when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.
  > - The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.

- **Descreen**

  Select this checkbox to reduce moire patterns.
  Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. Descreen is the function for reducing this moire effect.

  > **Important**
  >
  > - You cannot select this checkbox when Document Type is Text(Simplex) or Text(Duplex).

  > **Note**
  >
  > - Scanning takes longer than usual when you enable Descreen.

- **Unsharp Mask**

  Select this checkbox to emphasize the outline of the subjects and sharpen the image.

  > **Important**
  >
  > - You cannot select this checkbox when Document Type is Text(Simplex) or Text(Duplex).

- **Reduce Show-through**

  Select this checkbox to sharpen text in a document or reduce show-through in newspapers.

  > **Important**
  >
  > - You cannot select this checkbox when Document Type is Text(Simplex) or Text(Duplex).

  > **Note**
  >
  > - Select this checkbox when Document Type is text document and show-through is apparent in the scanned image.

- **Correct slanted document**

  Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

  > **Important**

- The inclination of the following types of documents may not be corrected, as the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images or hand-written text
  - Documents containing both vertical and horizontal lines (tables)

Note

- Scanning takes longer than usual when you enable Correct slanted document.

- **Detect the orientation of text documents and rotate images**

  Select this checkbox to detect the orientation of the document from the scanned text and rotate the scanned image to the correct orientation. Select the language of the document to be scanned in Document Language.

  Important

  - This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
  - The orientation of the following types of documents may not be corrected, as the text cannot be detected correctly. In that case, select the scanned image in the Thumbnail window of the " Stack of Documents (ADF) Screen (Scan/Import Window) " and rotate it with Edit Tools.
    - Resolution is outside the range of 300 dpi to 600 dpi
    - Font size is outside the range of 8 points to 48 points
    - Documents containing special fonts, effects, italics, or hand-written text
    - Documents with patterned backgrounds

  Note

  - Scanning takes longer than usual when you enable Detect the orientation of text documents and rotate images.

- **Document Language**

  Select the language of the document to be scanned.

- **Defaults**

  Restores the default settings.

Advanced Guide

Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Save Dialog Box

MP Navigator EX

Save Dialog Box

The Save dialog box opens when you click Save in the Scan/Import window.

In the Save dialog box, you can make settings for saving images to a computer.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **File name**

  Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, TIFF or BMP.

  > **Important**
  >
  > - You cannot select JPEG/Exif when Document Type is Text(OCR), Text(Simplex) or Text(Duplex).
  > - You cannot select JPEG/Exif when Black and White is selected for Color Mode on the Advanced Mode tab of ScanGear (scanner driver).

- **Set...**

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  > **Important**
  >
  > - This setting is not available when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

Advanced Guide

Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Save as PDF file Dialog Box

MP Navigator EX

Save as PDF file Dialog Box

In the Save as PDF file dialog box, you can make advanced settings for saving scanned images as PDF files. You can save multiple documents as one PDF file or add pages to a PDF file created with MP Navigator EX.

Important

- You cannot save images scanned at 9601 pixels or more in the vertical and horizontal directions.

Dialog box that opens when Save as PDF file in the Scan/Import window is clicked
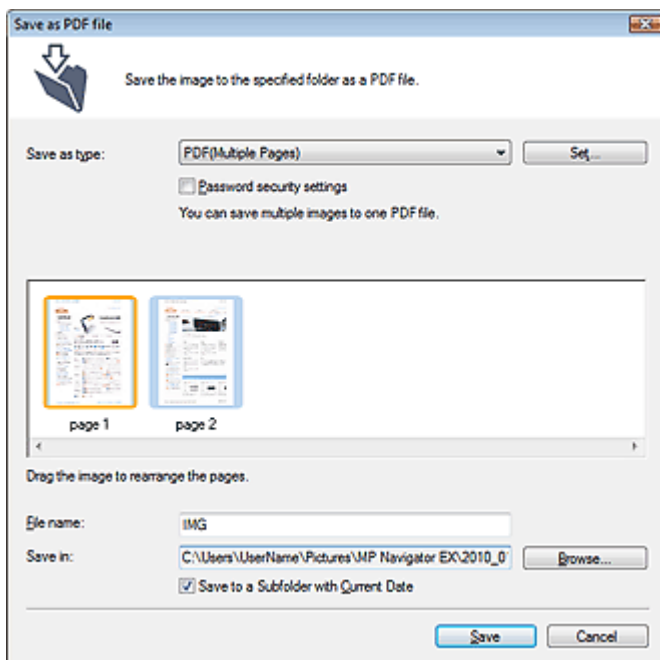
Dialog box that opens when Save Selected Pages or Save All Pages is clicked in the Create/Edit PDF file window

- **Save as type**

  Select a PDF file type to save the scanned images.

- **PDF**

  Save each of the selected images as a separate PDF file.

- **PDF(Multiple Pages)**

  Save multiple images in one PDF file.

  ### 📖 Note

  - PDF(Multiple Pages) is displayed when multiple images are selected.

- **PDF(Add Page)**

  Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

  ### 🚩 Important

  - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
  - If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
    ➡ Setting Passwords for PDF Files

- **Set...**

  Make advanced settings for creating PDF files. See "PDF Settings Dialog Box" for details.

- **Password security settings**

  Select this checkbox to open the Password Security -Settings dialog box in which you can set passwords for opening, editing and printing created PDF files.
  ➡ Setting Passwords for PDF Files

- **Add to**

  This is displayed when you select PDF(Add Page) for Save as type and specify the PDF file to which images are added. To change the file, click Browse... to specify another one.

  ### 🚩 Important

  - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.

- **File name**

  Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save in**

  Displays the folder in which to save the PDF files. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

Advanced Guide

MP Navigator EX

PDF Settings Dialog Box

In the PDF Settings dialog box, you can specify the PDF compression type and other advanced settings for creating PDF files.
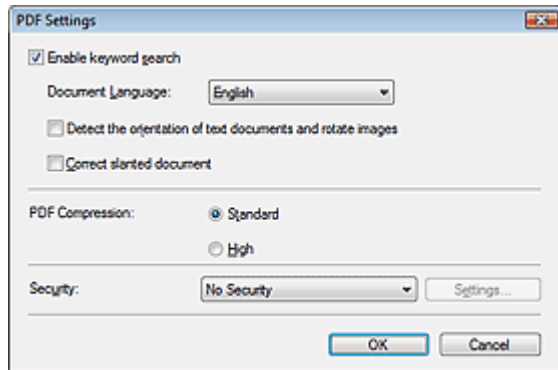
- **Enable keyword search**

  Select this checkbox to convert characters in a document to text data. This will enable an easy search by keyword.

- **Document Language**

  Select the language of the document to be scanned.

- **Detect the orientation of text documents and rotate images**

  Select this checkbox to detect the orientation of the document from the scanned text and rotate the scanned image to the correct orientation.

  > **Important**
  >
  > - This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
  > - The orientation of the following types of documents may not be corrected, as the text cannot be detected correctly.
  >   - Resolution is outside the range of 300 dpi to 600 dpi
  >   - Font size is outside the range of 8 points to 48 points
  >   - Documents containing special fonts, effects, italics, or hand-written text
  >   - Documents with patterned backgrounds

- **Correct slanted document**

  Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

  > **Important**
  >
  > - The inclination of the following types of documents may not be corrected, as the text cannot be detected correctly.
  >   - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  >   - Documents containing both vertical and horizontal text
  >   - Documents with extremely large or small fonts
  >   - Documents with small amount of text
  >   - Documents containing figures/images or hand-written text
  >   - Documents containing both vertical and horizontal lines (tables)

- **PDF Compression**

  Select a compression type for saving.

- **Standard**

  It is recommended that you normally select this setting.

- **High**

  Compresses the file size when saving, allowing you to reduce the load on your network/server.

  > **Important**
  >
  > - This function is not available when scanning by selecting PDF on the Operation Panel of the machine.
  > - Highly compressed PDF images may degrade if you repeatedly save them with high compression.

  > **Important**
  >
  > - Compression type cannot be set when Color Mode is Black and White.

  > **Note**
  >
  > - The following images can be compressed with high efficiency.
  >   - Images with resolutions within the range of 75 dpi to 600 dpi.

- **Security**

  Set passwords for opening, editing and printing the created PDF files.

  > **Important**
  >
  > - In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to use this function.
  > - This function is not available when images are automatically saved after scanning, such as when scanning from the One-click Mode screen or scanning using the Operation Panel of the machine.

  > **Note**
  >
  > - Select Password Security and set passwords in the Password Security -Settings dialog box.
  >   Setting Passwords for PDF Files

Advanced Guide

Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > View & Use Window

MP Navigator EX

View & Use Window

Point to View & Use in the Navigation Mode screen and click My Box (Scanned/Imported Images), Specify Folder or Recently Saved Images to open the View & Use window.

Open this window to display or use scanned images or images saved on a computer.

🚩 **Important**

- For PDF files, only those created with MP Navigator EX are displayed. You cannot display PDF files created with other applications. PDF files edited in other applications cannot be displayed as well.
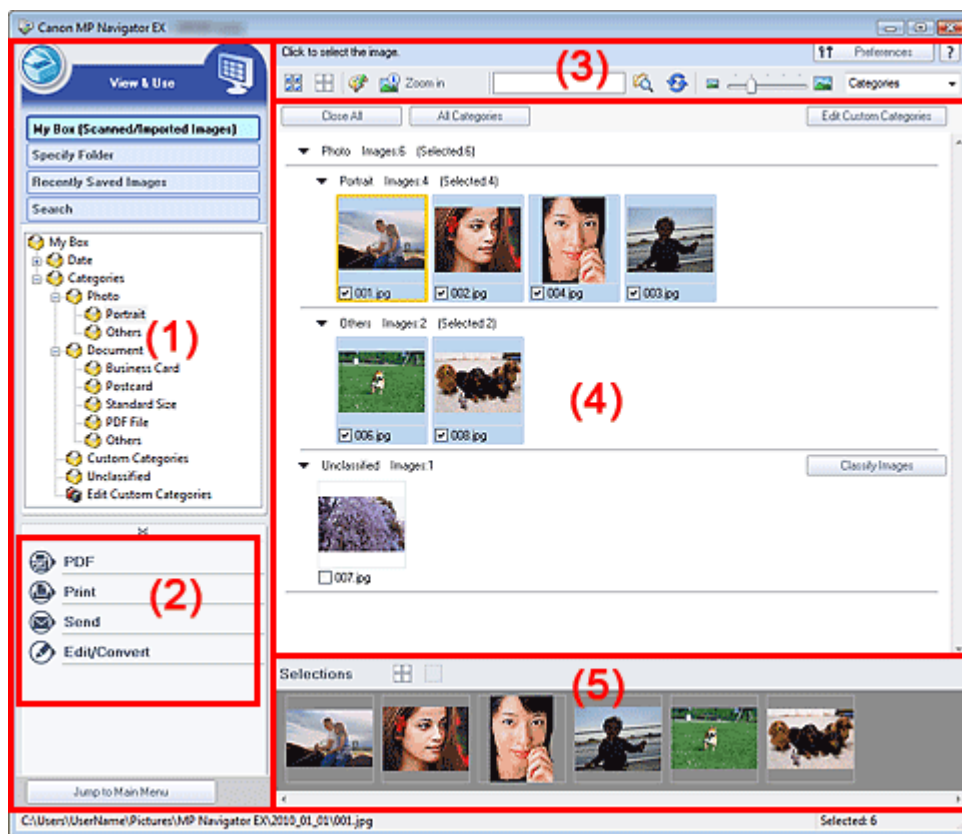
(1) Display Setting Items

(2) Image Handling Buttons

(3) Toolbar

(4) Thumbnail Window

(5) Selected Images Area

Display Setting Items

- 🔵 **(Scan/Import)**

  Click this when you want to scan photos, documents, magazines and other printed materials. The Scan/Import window opens.
  ➡ Photos/Documents (Platen) Screen (Scan/Import Window)

- **My Box (Scanned/Imported Images)**

Displays folders of images (grouped by year, year/month and year/month/date) in My Box in tree view. Select a folder to display its contents in the Thumbnail window to the right.
Image date is the scanned, captured or updated date.

- **Specify Folder**

  Displays all hard disks and folders in tree view. Select a folder to display images in the Thumbnail window to the right.
  Selecting a folder and clicking it highlights the folder name, allowing you to rename it.

- **Recently Saved Images**

  "Scanned/Imported Images" and images that have been "Attached to E-mail" or "Sent to Application" recently are displayed in tree view by date. Select a Month/Date/Year folder to display images by date in the Thumbnail window to the right.
  Image date is the scanned or sent date.
  Click Clear History to clear all data (date folders and images) displayed in Recently Saved Images.

  > 📖**Note**
  >
  > - The actual image files are not deleted.

- **Search**

  The advanced search options opens.
  ➡ Searching Images

- ![Jump to Main Menu] **Jump to Main Menu**

  Jumps to the Main Menu.

Image Handling Buttons

- **Image Handling Buttons**

  Specify what to do with the selected images. See the corresponding sections below for details on each button.
  ➡ Creating/Editing PDF Files
  ➡ Printing Documents
  ➡ Printing Photos
  ➡ Sending via E-mail
  ➡ Editing Files

  > 📖**Note**
  >
  > - The buttons in Image Handling Buttons are displayed when the corresponding applications are installed.

Toolbar

- ![Preferences] **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡ Preferences Dialog Box

- ![?] **(Guide)**

  Opens this guide.

- **Edit Tools**

  - ![Select All icon] **(Select All)**

    Selects all images in the Thumbnail window.

  - ![Cancel All icon] **(Cancel All)**

    Cancels all image selections in the Thumbnail window.

- **(Image Correction/Enhancement)**

    Allows you to correct the target image (outlined in orange). Click this button to open the Correct/ Enhance Images window in which you can correct/enhance images and also adjust the brightness, contrast, etc.
    ➡ Correct/Enhance Images Window

    Important

    - Image correction/enhancement cannot be applied to PDF files or black and white binary files.

- **Zoom in**

    Enlarges the target image (outlined in orange). You can also enlarge the image by double-clicking it. You can check all pages when you select a PDF file.
    You can also check file information such as file name, date, size and security setting. A lock icon appears for PDF files with Document Open Password set.
    ➡ Opening/Editing Password-protected PDF Files

- **(Search)**

    Enter a word or phrase included in the file name, Exif information or PDF text of the image you want to search for, then click (Search). For Exif information, text in Maker, Model, Description and User Comment is searched.

    Note

    - Search images in My Box (Scanned/Imported Images), Recently Saved Images or a selected folder and its subfolders.

- **(Refresh)**

    Refreshes the Thumbnail window contents.

- **(Display Size)**

    Changes the size of images in the Thumbnail window.

- **(Sort by)**

    Sorts the images in the Thumbnail window by category, date (ascending or descending) or name (ascending or descending).
    Images can be sorted by category only when My Box (Scanned/Imported Images) or Specify Folder is displayed.

Thumbnail Window

- **Thumbnail Window**

    Scanned images are displayed.
    When you select the checkbox of an image, the image appears in the Selected Images area.
    Selecting an image and clicking the file name highlights the file name, allowing you to rename it.
    Drag and drop an image to do the following things.
    - Move from one category to another within the Thumbnail window
    - Move to a category folder displayed in My Box (Scanned/Imported Images)
    - Copy to a folder displayed in Specify Folder

    Important

    - In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to open password-protected PDF files.
    - You cannot change the extension (.jpg, .pdf, etc.) when renaming a file.
    - You cannot move or copy images to the date folders displayed in tree view in My Box (Scanned/ Imported Images) or Recently Saved Images.

> 📖**Note**
> - A lock icon appears for PDF files with Document Open Password set.
> - Thumbnails may appear as "?" in the following cases.
>   - Opening unsupported images
>   - File size is too large and there is not enough memory to display the image
>   - The file is corrupted

When Images are Sorted by Categories

Scanned images are displayed by category.

> 📖**Note**
> - Some images may not be detected correctly and thus may be classified into wrong categories.
>   In that case, drag and drop an image and move it from one category to another.

- **Category name Images: N (Selected: n)**
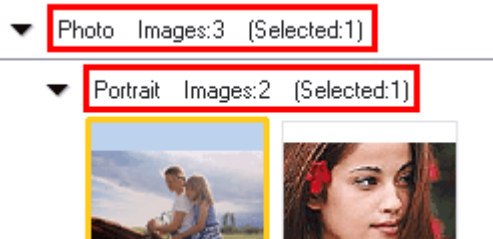
  - **Category name**

    The following categories are provided.
    Photos: Portrait, Others
    Documents: Business Card, Postcard, Standard Size, PDF File, Others
    Custom categories: Displays your custom categories.
    Unclassified: Displays images that have not yet been classified.

  - **Images: N**

    The number of images classified into the category is displayed.

  - **(Selected: n)**

    The number of images with the checkbox selected is displayed.

    > 📖**Note**
    > - This portion is displayed only when one or more images are selected.

- **Close All** / **Open All**

  You can hide or show all images in the displayed categories.
  This button is displayed only when My Box (Scanned/Imported Images) or Specify Folder is displayed.

  - **Close All**

  Hides all images.

  - **Open All**

  Displays all images.

  > 📖**Note**
  > - Immediately after opening the View & Use window or sorting images, all images appear and Close All is displayed.
  > - When you click Close All, the button changes to Open All.

- **All Categories** / **Specific Categories**

  You can display all categories or only those containing images.
  This button is displayed only when My Box (Scanned/Imported Images) or Specify Folder is displayed.

  - **All Categories**

Displays all categories and images.

- **Specific Categories** **Specific Categories**

  Displays categories containing images, along with the contained images. More images will be displayed in the Thumbnail window, allowing you to find or move images easily.

Note

- Immediately after opening the View & Use window, categories containing images appear along with the contained images, and All Categories is displayed.
- Click All Categories, to changes to Specific Categories.

- **Edit Custom Categories** **Edit Custom Categories**

  When My Box (Scanned/Imported Images) or Specify Folder is displayed, the Edit Custom Categories dialog box opens.
  In the Edit Custom Categories dialog box, you can add/delete categories displayed in Custom Categories.
  See "Classifying Images into Categories " for details.

- **Classify Images** **Classify Images**

  Images imported from hard disks appear in Unclassified. Click Classify Images to classify them automatically.
  This button is displayed only when My Box (Scanned/Imported Images) or Specify Folder is displayed.

Note

- Classification may take time if there are many images to classify.

Selected Images Area

- **(Cancel All)**

  Cancels the selection of all images in the Selected Images area.

- **(Cancel Selection)**

  Cancels the selection of the target image (outlined in orange) in the Selected Images area.

- **Selected Images Area**

  Images selected in the Thumbnail window are displayed.

Related Topic

▶ Opening Images Saved on a Computer

Advanced Guide

Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Create/Edit PDF file Window

MP Navigator EX

Create/Edit PDF file Window

Click PDF in the View & Use window, then click Create/Edit PDF file on the list to open the Create/Edit PDF file window.

In the Create/Edit PDF file window, you can add/delete pages and rearrange the page order of PDF files created with MP Navigator EX.

Important

- You cannot save images scanned at 9601 pixels or more in the vertical and horizontal directions.
- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
  ➡ Setting Passwords for PDF Files
- You can create or edit up to 99 pages at one time using MP Navigator EX.
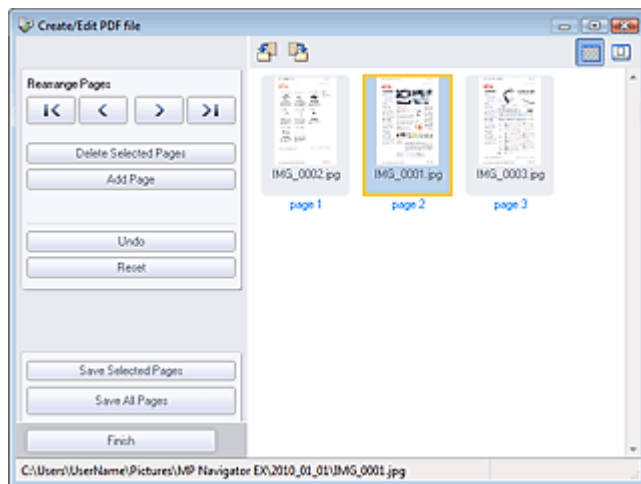
- **Rearrange Pages**

  You can move the selected image (outlined in orange).

  - Moves the selected image to the top.

  - Moves the selected image up one page.

  - Moves the selected image down one page.

  - Moves the selected image to the end.

  Note

  - You can also drag the image to rearrange the order.

- **Delete Selected Pages**

  Deletes the selected image.

- **Add Page**

  Allows you to select and add an existing PDF file.

  📖**Note**

  - A password will be required to add a password-protected PDF file.

- **Undo**

  Cancels the latest change made.

- **Reset**

  Cancels all the changes made.

- **Save Selected Pages**

  Opens the Save as PDF file dialog box. Specify the save settings. Only the selected page is saved.

  📖**Note**

  - When multiple pages are selected, a multiple-page PDF file is created.
  - See "Save as PDF file Dialog Box " for details on the Save as PDF file dialog box.

- **Save All Pages**

  Opens the Save as PDF file dialog box. Specify the save settings. All PDF files in the list will be saved as one PDF file.

- **Finish**

  Closes the Create/Edit PDF file window.

- **Toolbar**

  - 🔄 **(Rotate Left)**

    Rotates the page 90 degrees counter-clockwise.

  - 🔄 **(Rotate Right)**

    Rotates the page 90 degrees clockwise.

  - 🖼️ **(Preview Mode)**

    Switches to Preview Mode.
    The selected page appears in Preview.
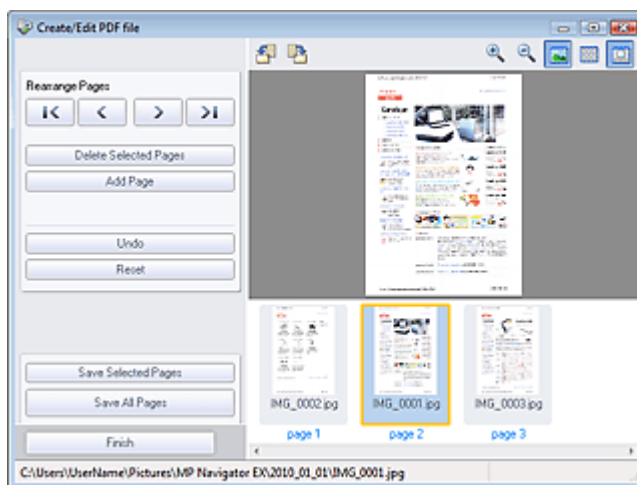
  - 🔍 **(Enlarge)**

    Enlarges the image displayed in Preview.

  - 🔍 **(Reduce)**

    Reduces the image displayed in Preview.

- **(Full-screen)**

  Enlarges/reduces the image to display it fully in Preview.

- **(Thumbnail Mode)**

  Switches to Thumbnail Mode. The pages are displayed in thumbnail view.

Page top

MP Navigator EX

Print Document Dialog Box

Click Print in the View & Use window, then click Print Document on the list to open the Print Document dialog box.

In the Print Document dialog box, you can make advanced settings for printing multiple scanned images at one time.
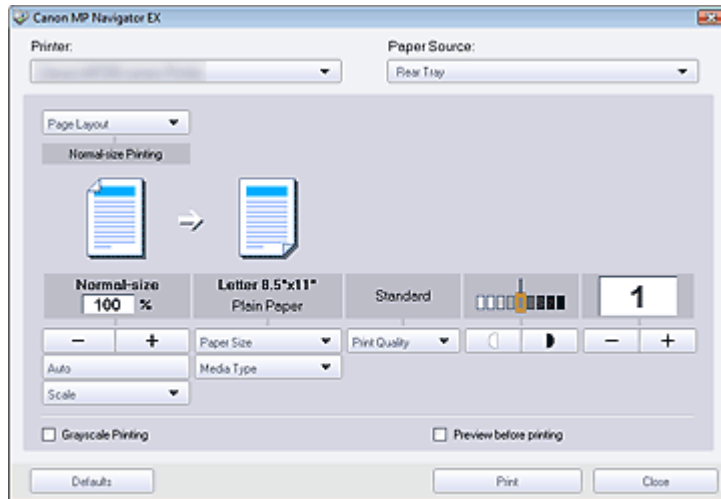
- **Printer**

  Select the printer to use.

- **Paper Source**

  Select paper source.

- **Page Layout**

  Select a print type.

  - **Normal-size Printing**

    Print one image per sheet.

  - **Scaled Printing**

    Print images at the selected scale (enlarged or reduced).

  - **Fit-to-Page Printing**

    Print an image at the paper size (enlarged or reduced).

  - **Borderless Printing**

    Print the image on an entire sheet of paper without margins.

  - **Page Layout Printing (2 on 1)**

    Layout and print two images on a sheet of paper.

  - **Page Layout Printing (4 on 1)**

    Layout and print four images on a sheet of paper.

- **Enlarge/Reduce**

  Enlarge or reduce images to print.

  - **(Enlarge/Reduce)**

    Print a reduced or enlarged image by specifying a scale in increments of 1%.

- **Auto**

  Scale is adjusted automatically according to the detected paper width and the selected paper size. Image may be printed rotated 90 degrees depending on its size.

- **Scale**

  Select a scale from the list.

> ⚑ **Important**
>
> - At normal-size (100%), some images may be printed small or with some portions cropped. In that case, select Auto to resize the print in proportion to the paper size.

- **Paper Size**

  Select the size of paper for printing. Match the size to the size of the paper set in the machine.

> 📖 **Note**
>
> - Selectable paper sizes depend on the selected printer.

- **Media Type**

  Select the type of paper for printing. Print quality may be fixed depending on the paper type.

> 📖 **Note**
>
> - Selectable paper types depend on the selected printer.

- **Print Quality**

  Select the print quality.

- **Density**

  Click [ ] (Density adjustment) to select the print density.

- **Copies**

  Click [− +] (Copy setting) to select the number of copies to be printed.

- **Grayscale Printing**

  Select this checkbox to print the document in black and white.

- **Preview before printing**

  Select this checkbox to display the print result before printing.

- **Defaults**

  Restores the default settings.

- **Print**

  Start printing with the specified settings.

> 📖 **Note**
>
> - To cancel while spooling, click Cancel. To cancel while printing, click Cancel Printing in the confirmation window for the printer status. To open a confirmation window for the printer status, click printer icon on the taskbar.

![Advanced Guide]

Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Print Photo Dialog Box

![MP Navigator EX]

Print Photo Dialog Box

Click Print in the View & Use window, then click Print Photo on the list to open the Print Photo dialog box.

> **Important**
>
> - The Print Photo dialog box will not open if Easy-PhotoPrint EX is installed. Easy-PhotoPrint EX starts instead.
> - PDF files cannot be printed.
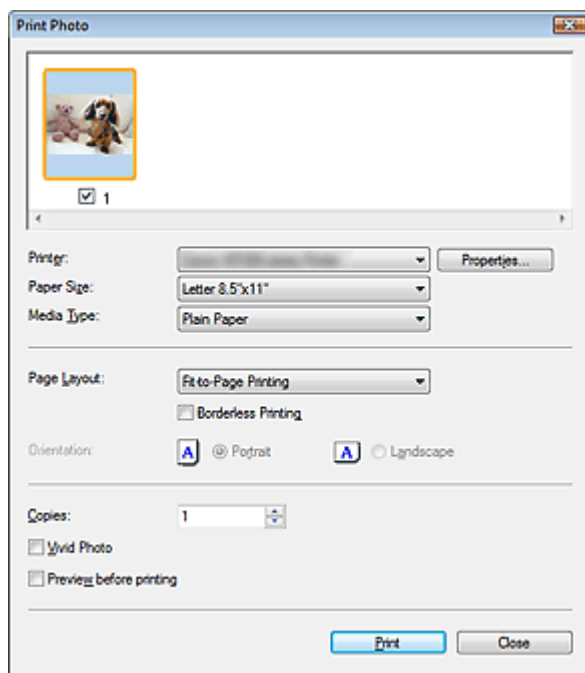
> **Note**
>
> - Double-click an image to display it in a different window.

- **Printer**

  Select the printer to use.

- **Properties...**

  Displays the selected printer's advanced setting screen.

- **Paper Size**

  Select the size of paper for printing. Match the size to the size of the paper set in the machine.

- **Media Type**

  Select the type of paper for printing. Print quality may be fixed depending on the paper type.

- **Page Layout**

  Select a print type.

  - **Normal-size Printing**

    Print one image per sheet.

  - **Fit-to-Page Printing**

    Print an image at the paper size (enlarged or reduced).

- **Borderless Printing**

Select this checkbox to print the image on an entire sheet of paper without margins.

Important

- Page Layout setting will be disabled when you select Borderless Printing.
- This setting is only available with printers that support borderless printing.

- **Orientation**

  Specify the print orientation.

Important

- This setting is available only when Page Layout is Normal-size Printing. For others, the image is automatically rotated according to the aspect ratio of the paper.

- **Copies**

  Specify the number of copies to print.

- **Vivid Photo**

  Select this checkbox to print the image in vivid colors.

- **Preview before printing**

  Select this checkbox to display the print result before printing.

- **Print**

  Starts printing.

Note

- Only the images in the Thumbnail window with the checkbox selected are printed.

- **Close**

  Closes the dialog box without printing the photo.

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MP Navigator EX

Send via E-mail Dialog Box

Click Send in the View & Use window, then click Attach to E-mail on the list to open the Send via E-mail dialog box.

In the Send via E-mail dialog box, you can make advanced settings for attaching images to e-mail.

Important

- MP Navigator EX is compatible with the following e-mail software programs:
  - Windows Mail (Windows Vista)
  - Outlook Express (Windows XP/Windows 2000)
  - Microsoft Outlook
  (If an e-mail software program does not operate properly, check that the program's MAPI is enabled. To enable MAPI, refer to the manual of the e-mail software program.)

Note

- Only PDF and JPEG files can be attached to e-mail.
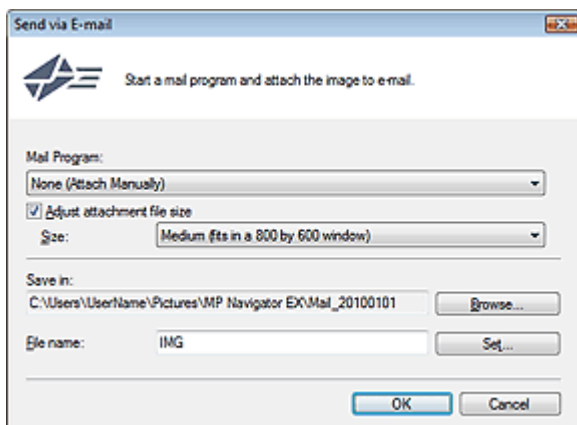
- **Mail Program**

  The e-mail software program set up on the General tab of the Preferences dialog box is displayed. Select the e-mail software program you want to use.

- **Adjust attachment file size**

  When save as type is JPEG, selecting this checkbox allows you to resize the images. Select a size from Size.

- **Save in**

  Displays the folder in which to save the images. To change the folder, click Browse... to specify another one. If resized, the resized images are saved.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **File name**

  Enter the file name of the image to be attached (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Set...**

  You can specify a compression type for JPEG files.
  Select High(Low Compression), Standard or Low(High Compression).
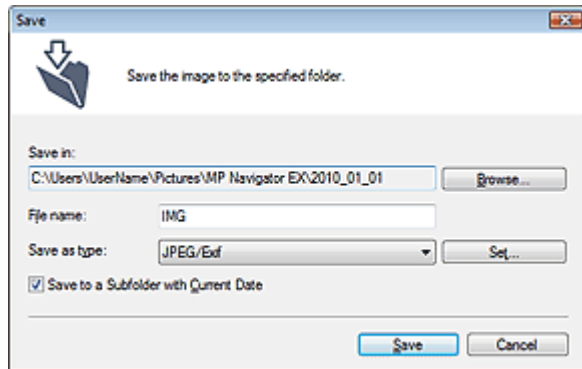
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Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Correct/ Enhance Images Window

MP Navigator EX

Correct/Enhance Images Window

Click ![icon] (Image Correction/Enhancement) in the View & Use window or click Fix photo images in Image Handling Buttons to open the Correct/Enhance Images window.

In the Correct/Enhance Images window, you can make advanced settings including image correction/ enhancement and brightness/contrast adjustment.

You can also display the source image and corrected image side by side for comparison.

🚩 **Important**

- Image correction/enhancement cannot be applied to PDF files or black and white binary files.

📖 **Note**

- The Correct/Enhance Images window can also be opened by clicking ![icon] (Image Correction/ Enhancement) in the Zoom in dialog box.
- It may take a while to correct large images.
- See "View & Use Window" for details on the View & Use window.

(1) Task Area

(2) Toolbar

Task Area

Available tasks and settings vary between the Auto and Manual tabs.

Click Auto or Manual to open the corresponding tab.

Auto Tab

Use the functions in the Auto tab to apply corrections and enhancements to the entire image.

See "Correcting/Enhancing Images Automatically " for details.
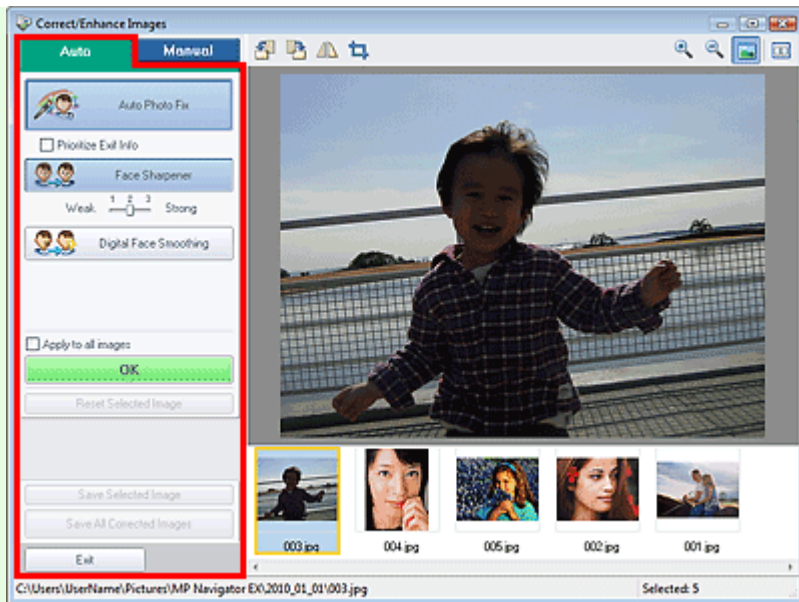
- **Auto Photo Fix**

  Applies automatic corrections suitable for photos.

  - **Prioritize Exif Info**

    Select this checkbox to apply corrections primarily based on the settings made at the time of shooting.
    Deselect this checkbox to apply corrections based on the image analysis results. It is recommended that you normally select this setting.

    Note

    - Exif is a standard format for embedding various shooting data in digital camera images (JPEG).

- **Face Sharpener**

  Sharpens out-of-focus faces.
  You can adjust the effect level using the slider.

- **Digital Face Smoothing**

  Enhances skin beautifully by removing blemishes and wrinkles.
  You can adjust the effect level using the slider.

- **Apply to all images**

  Automatically corrects/enhances all images displayed in the thumbnail list.

- **OK**

  Applies the selected effect to the selected image or all images.

- **Reset Selected Image**

  Cancels all corrections and enhancements applied to the selected image.

- **Save Selected Image**

  Saves the corrected/enhanced image (the selected one).

- **Save All Corrected Images**

  Saves all the corrected/enhanced images displayed in the thumbnail list.

- **Exit**

  Closes the Correct/Enhance Images window.

Manual Tab

There are two menus on the Manual tab: Adjust and Correct/Enhance.

Use Adjust to adjust brightness and contrast, or to sharpen the entire image.

Use Correct/Enhance to correct/enhance specific areas.

See "Correcting/Enhancing Images Manually " for details.

Adjustment

- **Brightness**

  Adjusts the overall image brightness.
  Move the slider to the left to darken and right to brighten the image.

- **Contrast**

  Adjusts the contrast of the image. Adjust the contrast when the image is flat due to lack of contrast.
  Move the slider to the left to decrease and right to increase the contrast of the image.

- **Sharpness**

  Emphasizes the outline of the subjects to sharpen the image. Adjust the sharpness when the photo is out of focus or text is blurred.
  Move the slider to the right to sharpen the image.

- **Blur**

  Blurs the outline of the subjects to soften the image.
  Move the slider to the right to soften the image.

- **Show-through Removal**

  Removes show-through of text from the reverse side or removes the base color. Adjust the show-through level to prevent text on the reverse side of thin document or the base color of the document from appearing on the image.
  Move the slider to the right to increase the show-through removal effect.

- **Defaults**

  Resets all settings (brightness, contrast, sharpness, blur, and show-through removal).

- **Reset Selected Image**

  Cancels all corrections, enhancements and adjustments applied to the selected image.

- **Save Selected Image**

  Saves the corrected/enhanced/adjusted image (the selected one).

- **Save All Corrected Images**

  Saves all the corrected/enhanced/adjusted images displayed in the thumbnail list.

- **Exit**

  Closes the Correct/Enhance Images window.

Correction/Enhancement

- **Face Brightener**

  Corrects the entire image to brighten the facial area in and around the selected area.
  You can adjust the effect level using the slider.

- **Face Sharpener**

  Corrects the entire image to sharpen the facial area in and around the selected area.
  You can adjust the effect level using the slider.

- **Digital Face Smoothing**

  Enhances skin beautifully by removing blemishes and wrinkles in the selected area.
  You can adjust the effect level using the slider.

- **Blemish Remover**

  Removes moles in the selected area.

- **OK**

  Applies the selected effect to the specified area.

- **Undo**

  Cancels the latest correction/enhancement.

- **Reset Selected Image**

  Cancels all corrections and enhancements applied to the selected image.

- **Save Selected Image**

  Saves the corrected/enhanced image (the selected one).

- **Save All Corrected Images**

  Saves all the corrected/enhanced images displayed in the thumbnail list.

- **Exit**

  Closes the Correct/Enhance Images window.

Toolbar

- **Toolbar**

  - **(Rotate Left)**

    Rotates the image 90 degrees counter-clockwise.

  - **(Rotate Right)**

    Rotates the image 90 degrees clockwise.

  - **(Invert)**

Inverts the image horizontally.

- **(Trimming)**

  Trimming is the act of selecting the area you want to keep in a photo and discarding the rest. In the displayed window, drag the white frame to specify the trimming area. Move the cursor inside the white frame and drag to move the trimming area.
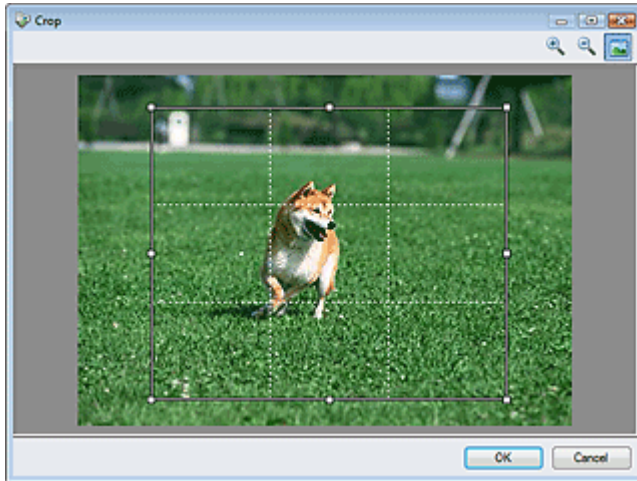
Note

- Place the main subjects along the broken white lines or at the intersections to create a balanced image.

- **(Enlarge)**

  Enlarges the displayed image.

- **(Reduce)**

  Reduces the displayed image.

- **(Full-screen)**

  Displays the entire image in Preview.

- **(Compare)**

  Opens a window in which you can compare the images before and after the correction/enhancement side by side.
  The source image appears on the left and the corrected image appears on the right.
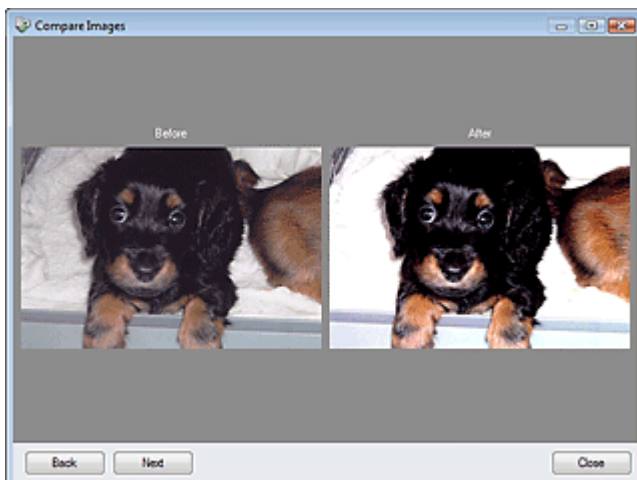
![Advanced Guide]

MP Navigator EX

One-click Mode Screen

Click ![icon] (Switch Mode) at the bottom left of the Navigation Mode screen to display the One-click Mode screen.

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
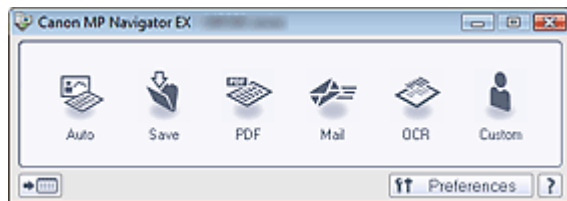
- **Auto**

  Scan documents by automatically detecting the document type. File format is automatically set. Files are saved to a computer.
  When you click this icon, the Auto Scan dialog box opens and you can specify the save settings.
  ➡Auto Scan Dialog Box

- **Save**

  Scan documents or photos and save them to a computer. The document type can be detected automatically.
  When you click this icon, the Save dialog box opens and you can specify the scan/save settings.
  ➡Save Dialog Box (One-click Mode Screen)

- **PDF**

  Scan documents and save them as PDF files.
  When you click this icon, the PDF dialog box opens and you can specify the scan/save and application settings.
  ➡PDF Dialog Box

- **Mail**

  Scan documents or photos and attach them to e-mail.
  When you click this icon, the Mail dialog box opens and you can specify the scan/save and e-mail software program settings.
  ➡Mail Dialog Box

- **OCR**

  Scan text documents then extract text in the image and display it in Notepad (included with Windows).
  When you click this icon, the OCR dialog box opens and you can specify the scan/save settings.
  ➡OCR Dialog Box

- **Custom**

  Scan documents/photos and open them in a specified application. The document type can be automatically detected.
  When you click this icon, the Custom dialog box opens and you can specify the scan/save and application settings.
  ➡Custom Dialog Box

- ![icon] **(Switch Mode)**

  Switches to Navigation Mode. The Navigation Mode screen appears.
  ➡Custom Scan with One-click Tab

- ![Preferences] **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.

➡️Preferences Dialog Box

- **(Guide)**

  Opens this guide.

🚩**Important**

> ▪ The following restrictions apply when you scan with Document Type set to Auto Mode in the Save or Custom dialog box.
> When you want to convert text in the scanned image to text data, specify Document Type (do not select Auto Mode).

Related Topic

▶ Easy Scanning with One-click

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Auto Scan Dialog Box

Click Auto Scan on the Custom Scan with One-click tab or click Auto in the One-click Mode screen to open the Auto Scan dialog box.
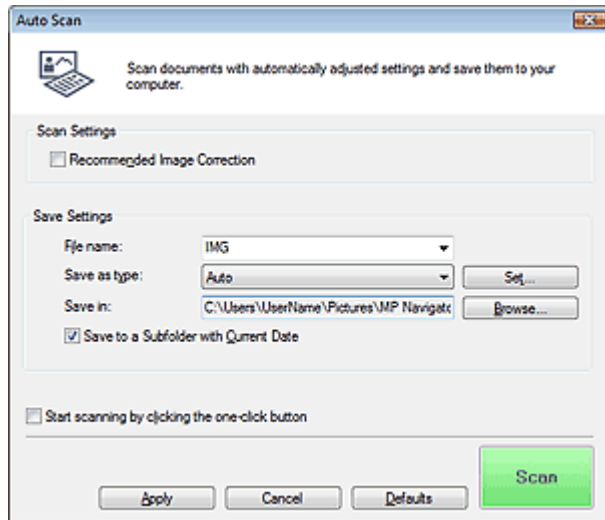
- **Supported Documents**

  Photos, postcards, business cards, magazines, newspapers, text documents and CD/DVD.

  ## Important

  - The following types of documents cannot be scanned correctly. In that case, click another icon in One-click Mode or on the Custom Scan with One-click tab and specify the document type or size.
    - A4 size photos
    - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
    - Documents printed on thin white paper
    - Long narrow documents such as panoramic photos
  - Reflective CD/DVD labels may not be scanned properly.
  - Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
    See "Placing Documents" for details on how to place documents.
  - Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time.
  - Place documents of the same size when scanning two or more documents from the ADF (Auto Document Feeder).

  ## Note

  - To reduce moire, click another icon in One-click Mode or on the Custom Scan with One-click tab and set Document Type to Magazine.

Scan Settings

- **Recommended Image Correction**

  Select this checkbox to apply suitable corrections automatically based on the document type.

  ## Important

- When this checkbox is selected, the files can be saved in JPEG/Exif or PDF format only.
- Scanning may take longer than usual when this checkbox is selected.
- The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.

Save Settings

- **File name**

  Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select Auto, JPEG/Exif, TIFF, BMP or PDF.

  ### Important

  - When Save as type is Auto, the file format may differ depending on how you place the document.
    See "Placing Documents" for details on how to place documents.
  - Large documents (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the Platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the file format.
  - You cannot set passwords for PDF files.

  ### Note

  - When Auto is selected, files are saved in the following formats according to the document type.
    Photos, postcards, CD/DVD and business cards: JPEG
    Magazines, newspapers and text documents: PDF
    You can change the file format from Set....

- **Set...**

  When Save as type is Auto

  You can specify the file format in which to save images. Select a file format for Document and Photo each.

  ### Important

  - You cannot select a compression type for JPEG files when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  ### Important

  - This setting is not available when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

  When Save as type is PDF

  Make advanced settings for creating PDF files. See "PDF Settings Dialog Box" for details.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon in One-click Mode.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans and saves documents with the specified settings.
  When Save as type is Auto, a confirmation appears. Click Open Manual to open this guide (if it is installed).

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Advanced Guide > Scanning > Scanning with the Bundled Application Software > MP Navigator EX Screens > Save Dialog Box (One-click Mode Screen)

MP Navigator EX

Save Dialog Box (One-click Mode Screen)

Click Save to PC on the Custom Scan with One-click tab or click Save in the One-click Mode screen to open the Save dialog box.

Scan Settings

- **Document Type**

  Select the type of document to be scanned. When Auto Mode is selected, the document type is automatically detected. In that case, Color Mode, Document Size and Resolution are automatically set as well.

  ### ⚑ Important

  - Document types supported by Auto Mode are photos, postcards, business cards, magazines, newspapers, text documents and CD/DVD.
  - The following types of documents cannot be scanned correctly with Auto Mode. In that case, specify the document type or size.
    - A4 size photos
    - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
    - Documents printed on thin white paper
    - Long narrow documents such as panoramic photos
  - Reflective CD/DVD labels may not be scanned properly.
  - Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
    See "Placing Documents" for details on how to place documents.
  - Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time with Auto Mode.
  - When scanning two or more documents from the ADF (Auto Document Feeder), place

documents of the same size even if Auto Mode is set.

📖 **Note**

- To reduce moire, set Document Type to Magazine.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a
  Units, then enter the Width and Height and click OK.

🚩 **Important**

- When you select Auto Detect, the image may not be scanned at the correct position and size. In
  that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the
  document with the corner at the arrow (alignment mark) of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.
  ➡ Resolution

- **Use the scanner driver**

  Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan
  settings.
  Color Mode, Document Size, Resolution and other settings in the Save dialog box will be disabled.
  Specify these settings in the ScanGear screen.

- **Specify...**

  Opens the Scan Settings dialog box in which you can make advanced scan settings.
  ➡ Scan Settings Dialog Box (One-click Mode Screen)

Save Settings

- **Automatically save the image to your computer after scanning it**

  Select this to save the images to your computer as specified after scanning them.
  The File name, Save as type and Save in settings will be displayed.

🚩 **Important**

- If you select this function, you will not be able to set passwords for PDF files.

- **File name**

  Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4
  digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select Auto, JPEG/Exif, TIFF or BMP. Auto is displayed when Document Type is Auto Mode. When
  saving as PDF files, select PDF, PDF(Multiple Pages) or PDF(Add Page).

🚩 **Important**

- When Document Type is Auto Mode and Save as type is Auto, the file format may differ
  depending on how you place the document.

See "Placing Documents" for details on how to place documents.

- Large documents (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the Platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the file format.
- Images cannot be added to password-protected PDF files.
- You cannot select JPEG/Exif when Color Mode is Black and White.

Note

- When Auto is selected, files are saved in the following formats according to the document type.
  Photos, postcards, CD/DVD and business cards: JPEG
  Magazines, newspapers and text documents: PDF
  You can change the file format from Set....
  Images saved as PDF files may not open depending on the application. In that case, select an option other than Auto in Save as type.
- If you select JPEG/Exif when Document Type is not Auto Mode , the Save the JPEG/Exif file in AdobeRGB checkbox will be selectable.

- **Set...**

  ### When Save as type is Auto

  You can specify the file format in which to save images. Select a file format for Document and Photo each.

  ### Important

  - You cannot select a compression type for JPEG files when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.

  ### When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  ### Important

  - This setting is not available when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

  ### When Save as type is PDF, PDF(Multiple Pages) or PDF(Add Page)

  Make advanced settings for creating PDF files. See "PDF Settings Dialog Box" for details.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Save the JPEG/Exif file in AdobeRGB**

  Select this checkbox to save the images in colors that correspond to Adobe RGB.

  ### Important

  - This function is available only when Save as type is JPEG/Exif and Document Type is not Auto Mode.
  - This function is not available if the Adobe RGB profile is not installed.

📖**Note**

- You cannot select this setting if the Use the scanner driver checkbox is selected.
- When you save an image with the Save the JPEG/Exif file in AdobeRGB checkbox selected, an underscore is added to the beginning of the file name. (Example: _Image0001.jpg)

- **Open the save dialog box after scanning the image (Input Exif information)**

  Select this to open the Save dialog box after scanning the images and specify the save settings such as destination folder, file name and Exif information.
  ➡Save Dialog Box

📖**Note**

- To set passwords for PDF files, select Open the save dialog box after scanning the image (Input Exif information). After scanning, you can set the passwords in the Save dialog box.
  ➡Setting Passwords for PDF Files

Application Settings

- **Open with**

  You can select whether to open the View & Use window or Explorer after saving the images.

- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon in One-click Mode.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans and saves documents with the specified settings.
  When Save as type is Auto, a confirmation appears. Click Open Manual to open this guide (if it is installed).

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MP Navigator EX

Scan Settings Dialog Box (One-click Mode Screen)

The Scan Settings dialog box opens when you click Specify... in a dialog box of the One-click Mode screen.

In the Scan Settings dialog box, you can make advanced scan settings.
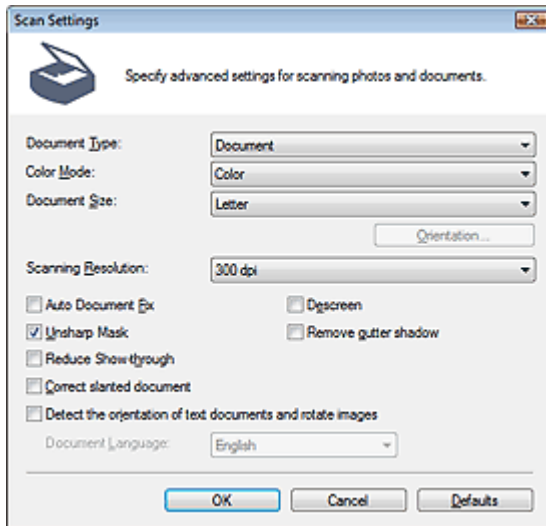
📖 **Note**

- The displayed items vary by document type and how the screen was opened.

- **Document Type**

  Select the type of document to be scanned. When Auto Mode is selected, the document type is automatically detected.
  In that case, Color Mode, Document Size, etc. are automatically set as well.

  🚩 **Important**

  - To scan correctly, select a document type that matches the document to be scanned.
  - Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
    See "Placing Documents" for details on how to place documents.

- **Color Mode**

  Select how to scan the document.

  - **Color**

    This mode renders the image in 256 levels (8 bit) of R(ed), G(reen), and B(lue).

  - **Grayscale**

    This mode renders the image in 256 levels (8 bit) of black and white.

  - **Black and White**

    This mode renders the image in black and white. The contrast in the image is divided at certain levels (threshold level) into black and white and is rendered in two colors.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.
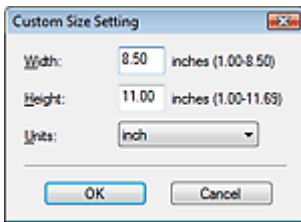
Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow (alignment mark) of the Platen.

- **Orientation...**

  Set the orientation and stapling side of the documents to scan from the ADF (Auto Document Feeder).
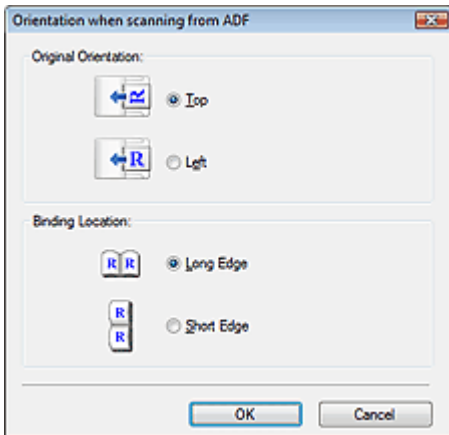
Important

- Binding Location cannot be specified when scanning only the front side of each document.

- **Scanning Resolution**

  Select the resolution at which to scan documents.
  ➡**Resolution**

- **Recommended Image Correction** / **Auto Photo Fix** / **Auto Document Fix**

  The displayed item varies by Document Type.

  - **Recommended Image Correction**

    This is displayed when Document Type is Auto Mode. Select this checkbox to apply Auto Photo Fix or Auto Document Fix based on the document type.

  - **Auto Photo Fix**

    This is displayed when Document Type is Photo. Select this checkbox to automatically analyze the captured scene (landscape, night scene, etc.) and apply suitable corrections.

  - **Auto Document Fix**

    This is displayed when Document Type is Magazine or document. Select this checkbox to sharpen text in a document or magazine for better readability.

Important

- When this checkbox is selected, the files can be saved in JPEG/Exif or PDF format only.
- Scanning may take longer than usual when this checkbox is selected.
- These functions are not available when the Scan Settings dialog box is opened from the OCR dialog box.
- Auto Photo Fix is not available when Color Mode is Grayscale or Black and White.
- Auto Document Fix is not available when Color Mode is Black and White.
- Auto Photo Fix and Auto Document Fix are not available when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.
- The color tone may change from the source image due to corrections. In that case, deselect the

checkbox and scan.

● **Descreen**

Select this checkbox to reduce moire patterns.
Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. Descreen is the function for reducing this moire effect.

> ### 📖 Note
>
> ■ Scanning takes longer than usual when you enable Descreen.

● **Unsharp Mask**

Select this checkbox to emphasize the outline of the subjects and sharpen the image.

● **Remove gutter shadow**

Select this checkbox to correct shadows that appear between pages when scanning open booklets.

> ### 🚩 Important
>
> ■ You cannot select this checkbox when Auto Detect, Auto Detect (Multiple Documents) or Stitch Assist is selected for Document Size.
> ■ You cannot select this checkbox when Document Type is Document (ADF Simplex) or Document (ADF Duplex).
> ■ Align the document correctly with the alignment mark on the Platen.

> ### 📖 Note
>
> ■ Use ScanGear (scanner driver)'s Advanced Mode tab to correct gutter shadows when scanning non-standard size documents or when custom cropping frames are set.
> For details, see Gutter Shadow Correction in " Image Settings " (ScanGear's Advanced Mode tab).

● **Reduce Show-through**

Select this checkbox to sharpen text in a document or reduce show-through in newspapers.

> ### 📖 Note
>
> ■ Select this checkbox when Document Type is text document and show-through is apparent in the scanned image.

● **Correct slanted document**

Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

> ### 🚩 Important
>
> ■ You cannot select this checkbox when Document Size is Stitch Assist.
> ■ The inclination of the following types of documents may not be corrected, as the text cannot be detected correctly.
> - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
> - Documents containing both vertical and horizontal text
> - Documents with extremely large or small fonts
> - Documents with small amount of text
> - Documents containing figures/images or hand-written text
> - Documents containing both vertical and horizontal lines (tables)

> ### 📖 Note
>
> ■ Scanning takes longer than usual when you enable Correct slanted document.

● **Detect the orientation of text documents and rotate images**

Select this checkbox to detect the orientation of the document from the scanned text and rotate the scanned image to the correct orientation. Select the language of the document to be scanned in Document Language.

> ### 🚩 Important

- You cannot select this checkbox when Document Size is Stitch Assist.
- This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
- The orientation of the following types of documents may not be corrected, as the text cannot be detected correctly.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

Note

- Scanning takes longer than usual when you enable Detect the orientation of text documents and rotate images.

- **Document Language**

  Select the language of the document to be scanned.

  Important

  - You cannot select this checkbox when Document Size is Stitch Assist.

- **Defaults**

  Restores the default settings.

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![MP Navigator EX]

Save Dialog Box

The Save dialog box opens when you scan from the Save or Custom dialog box of the One-click Mode screen after selecting Open the save dialog box after scanning the image (Input Exif information).

You can specify the file type and destination while viewing the thumbnails.
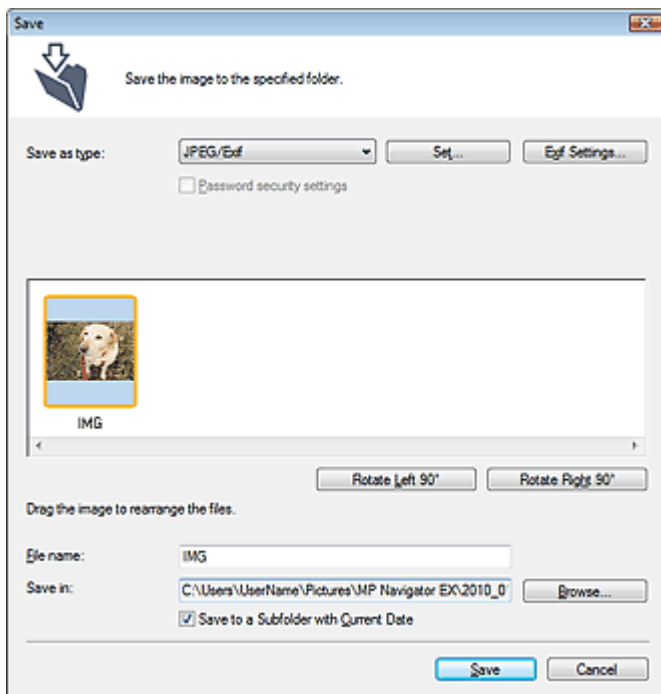
- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, TIFF, BMP, PDF, PDF(Multiple Pages) or PDF(Add Page).

  - **PDF**

    Save each of the selected images as a separate PDF file.

  - **PDF(Multiple Pages)**

    Save multiple images in one PDF file.

    ![Note] **Note**

    - PDF(Multiple Pages) is displayed when multiple images are scanned.

  - **PDF(Add Page)**

    Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

    ![Important] **Important**

    - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
    - If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
      ➡ Setting Passwords for PDF Files

Important

- PDF, PDF(Multiple Pages) and PDF(Add Page) cannot be selected for images scanned from the Custom dialog box.
- You cannot select JPEG/Exif when Color Mode is Black and White.

- **Set...**

    When Save as type is JPEG/Exif

    You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

    Important

    - This setting is not available when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

    When Save as type is PDF, PDF(Multiple Pages) or PDF(Add Page)

    Make advanced settings for creating PDF files. See "PDF Settings Dialog Box" for details.

- **Exif Settings...**

    When Save as type is JPEG/Exif, you can input Exif information into the file to be saved.
    ➡Exif Settings Dialog Box

- **Password security settings**

    Select this checkbox to open the Password Security -Settings dialog box in which you can set passwords for opening, editing and printing created PDF files.
    ➡Setting Passwords for PDF Files

    Note

    - This function is available only when Save as type is PDF, PDF(Multiple Pages) or PDF(Add Page).

- **Add to**

    This is displayed when you select PDF(Add Page) for Save as type and specify the PDF file to which images are added. To change the file, click Browse... to specify another one.

    Important

    - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.

- **Rotate Left 90° / Rotate Right 90°**

    Rotates scanned images 90 degrees counter-clockwise or clockwise.
    Select the image you want to rotate and click Rotate Left 90° or Rotate Right 90°.

- **File name**

    Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save in**

    Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
    The following folders are specified by default.
    Windows 7: MP Navigator EX folder in My Pictures folder
    Windows Vista: MP Navigator EX folder in Pictures folder
    Windows XP: MP Navigator EX folder in My Pictures folder
    Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

    Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
   If this checkbox is not selected, files are saved directly in the folder specified in Save in.

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MP Navigator EX

Exif Settings Dialog Box

You can input Exif information into a file to be saved. Exif is a standard format for embedding various shooting data in digital camera images (JPEG). Embedding Exif information into scanned images allows you to organize and print them along with digital camera images.

The Exif Settings dialog box can be opened when Save as type is JPEG/Exif.
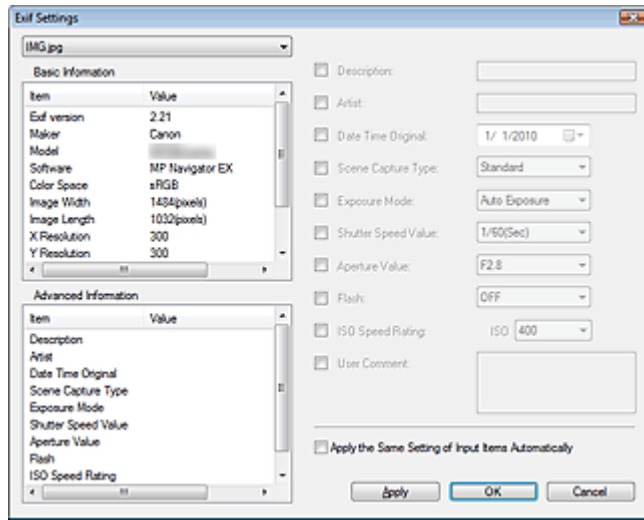
- **Basic Information**

  Displays the information obtained automatically from the machine or software.

- **Advanced Information**

  Displays the information specified on the right side of the screen.

- **Advanced Information Settings Area**

  You can input Exif information such as the title and shooting data. Select the checkbox of the items you want to specify, and select or enter information.

- **Apply the Same Setting of Input Items Automatically**

  Select this checkbox to automatically display the information you specified for the previous image.

- **Apply**

  After specifying all the information you need, click Apply to embed it into the image. The information appears in Advanced Information.

- **OK**

  Embeds the specified information into the image and closes the screen. The specified information is saved.

- **Cancel**

  Cancels the settings and closes the screen.
 Information is embedded when Cancel is clicked after clicking Apply.

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MP Navigator EX

PDF Dialog Box

Click Save as PDF file on the Custom Scan with One-click tab or click PDF in the One-click Mode screen to open the PDF dialog box.

Scan Settings

- **Document Type**

  Select the type of document to be scanned.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.

  Important

  ■ When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the

document with the corner at the arrow (alignment mark) of the Platen.

- **Resolution**
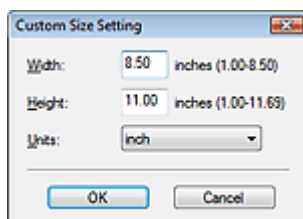
  Select the resolution at which to scan documents.
  ➡ Resolution

- **Specify...**

  Opens the Scan Settings dialog box in which you can make advanced scan settings.
  ➡ Scan Settings Dialog Box (One-click Mode Screen)

Save Settings

- **Automatically save the image to your computer after scanning it**

  Select this to save the images to your computer as specified after scanning them.
  The File name, Save as type and Save in settings will be displayed.

  ▶ **Important**

  - If you select this function, you will not be able to set passwords for PDF files.

- **File name**

  Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select PDF, PDF(Multiple Pages) or PDF(Add Page).

  - **PDF**

    Save each of the selected images as a separate PDF file.

  - **PDF(Multiple Pages)**

    Save multiple images in one PDF file.

  - **PDF(Add Page)**

    Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

    ▶ **Important**

    - Images cannot be added to password-protected PDF files.

  📖 **Note**

  - See "Creating/Editing PDF Files " to delete or rearrange the pages of saved PDF files.

- **Set...**

  You can specify the PDF compression type and other advanced settings for creating PDF files.
  ➡ PDF Settings Dialog Box

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Open the save dialog box after scanning the image**

    Select this to open the Save as PDF file dialog box after scanning the images and specify the save settings such as destination folder and file name.
    ➡ Save as PDF file Dialog Box

    📖**Note**

    - To set passwords for PDF files, select Open the save dialog box after scanning the image. After scanning, you can set the passwords in the Save as PDF file dialog box.
        ➡ Setting Passwords for PDF Files

Application Settings

- **Open with**

    Specify an application with which to open scanned images. Drag and drop the icon of an application that supports the file format displayed in Save as type. The specified application starts after images are scanned.

    🚩**Important**

    - Depending on the specified application, the images may not appear correctly or the application may not start.

- **Reset**

    Cancels the application setting.

- **Set...**

    Allows you to select an application to start.

- **Start scanning by clicking the one-click button**

    Select this checkbox to start scanning when you click an icon in One-click Mode.

- **Apply**

    Saves and applies the specified settings.
    Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

    Cancels the specified settings. The current screen closes.

- **Defaults**

    Returns all settings in the screen to their defaults.

- **Scan**

    Scans and saves documents as PDF files with the specified settings.

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MP Navigator EX

Save as PDF file Dialog Box

The Save as PDF file dialog box opens when you scan from the PDF dialog box of the One-click Mode screen after selecting Open the save dialog box after scanning the image.

In the Save as PDF file dialog box, you can make settings for saving images to a computer.

⚑ **Important**

- You cannot save images scanned at 9601 pixels or more in the vertical and horizontal directions.

- **Save as type**

  Select a PDF file type to save the scanned images.

  - **PDF**

    Save each of the selected images as a separate PDF file.

  - **PDF(Multiple Pages)**

    Save multiple images in one PDF file.

    📖 **Note**

    - PDF(Multiple Pages) is displayed when multiple images are scanned.

  - **PDF(Add Page)**

    Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

    ⚑ **Important**

    - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
    - PDF(Add Page) cannot be selected for images scanned using the Operation Panel of the

machine.
- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
  ➡ Setting Passwords for PDF Files

- **Set...**

  Make advanced settings for creating PDF files. See "PDF Settings Dialog Box" for details.

- **Password security settings**

  Select this checkbox to open the Password Security -Settings dialog box in which you can set passwords for opening, editing and printing created PDF files.
  ➡ Setting Passwords for PDF Files

- **Rotate Left 90°/ Rotate Right 90°**

  Rotates scanned images 90 degrees counter-clockwise or clockwise.
  Select the image you want to rotate and click Rotate Left 90° or Rotate Right 90°.

- **File name**

  Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save in**

  Displays the folder in which to save the PDF files. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

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MP Navigator EX

Mail Dialog Box

Click Attach to E-mail on the Custom Scan with One-click tab or click Mail in the One-click Mode screen to open the Mail dialog box.

Scan Settings

- **Document Type**

  Select the type of document to be scanned.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.

![Important] **Important**

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow (alignment mark) of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.
  ➡ Resolution

- **Use the scanner driver**

  Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan settings.
  Color Mode, Document Size, Resolution and other settings in the Mail dialog box will be disabled. Specify these settings in the ScanGear screen.

- **Specify...**

  Opens the Scan Settings dialog box in which you can make advanced scan settings.
  ➡ Scan Settings Dialog Box (One-click Mode Screen)

Save Settings

- **File Size**

  Select a size from Small (fits in a 640 by 480 window), Medium (fits in a 800 by 600 window), Large (fits in a 1024 by 768 window) and Original.

- **File name**

  Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, PDF or PDF(Multiple Pages).

  #### Important

  - You cannot set passwords for PDF files.
  - You cannot select JPEG/Exif when Color Mode is Black and White.

- **Set...**

  #### When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  #### Important

  - This setting is not available when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

  #### When Save as type is PDF or PDF(Multiple Pages)

  Make advanced settings for creating PDF files. See "PDF Settings Dialog Box" for details.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

Attachment Settings

- **Mail Program**

  Specify an e-mail software program.

  📖**Note**

  - Select Add... to open the Select Mail Program dialog box in which you can select an e-mail software program. If the e-mail software program you want to use is not listed, click Add to List and select it.
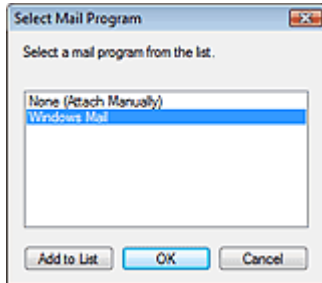
- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon in One-click Mode.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans documents with the specified settings.
  When scanning is completed, the e-mail software program starts automatically and a new message screen appears with the image attached.

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MP Navigator EX

OCR Dialog Box

Click OCR on the Custom Scan with One-click tab or in the One-click Mode screen to open the OCR dialog box.
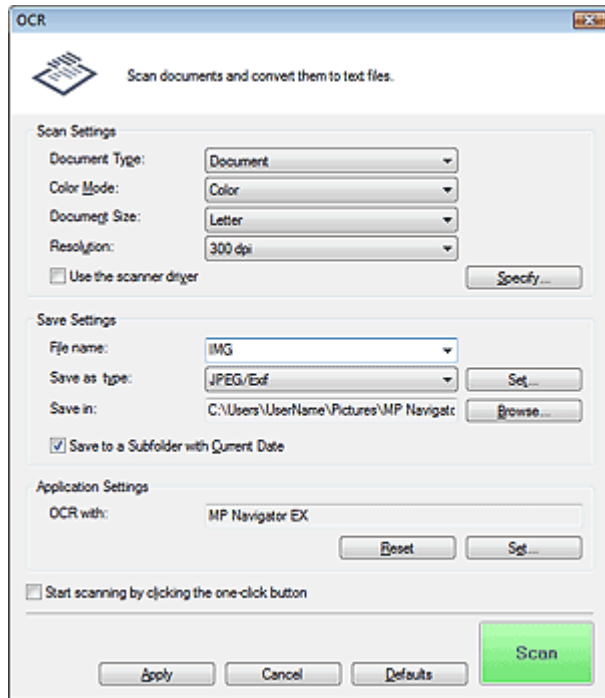
Scan Settings

- **Document Type**

  Select the type of document to be scanned.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.
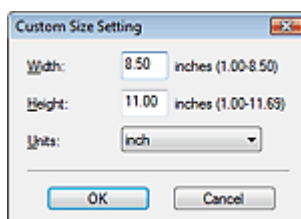
- **Resolution**

  Select the resolution at which to scan documents.
  ➡ Resolution

- **Use the scanner driver**

  Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan

settings.
Color Mode, Document Size, Resolution and other settings in the OCR dialog box will be disabled.
Specify these settings in the ScanGear screen.

- **Specify...**

Opens the Scan Settings dialog box in which you can make advanced scan settings.
➡ Scan Settings Dialog Box (One-click Mode Screen)

📖 **Note**

- When scanning slanted documents, select the Correct slanted document checkbox to improve the text recognition accuracy.

Save Settings

- **File name**

Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

Select a file type to save the scanned images.
Select JPEG/Exif, TIFF or BMP.

🚩 **Important**

- You cannot select JPEG/Exif when Color Mode is Black and White.

- **Set...**

When Save as type is JPEG/Exif

You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

🚩 **Important**

- This setting is not available when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

- **Save in**

Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
The following folders are specified by default.
Windows 7: MP Navigator EX folder in My Pictures folder
Windows Vista: MP Navigator EX folder in Pictures folder
Windows XP: MP Navigator EX folder in My Pictures folder
Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
If this checkbox is not selected, files are saved directly in the folder specified in Save in.

Application Settings

- **OCR with**

Specify an OCR application.
When MP Navigator EX is specified, after the image is scanned, the text in the image is extracted and appears in Notepad (included with Windows).

📖 **Note**

- Only text written in languages that can be selected on the General tab can be extracted to Notepad (included with Windows). Click Set... on the General tab and specify the language

according to the language of the document to be scanned.
When scanning multiple documents, you can collect the extracted text into one file.
➡ General Tab

- Text displayed in Notepad (included with Windows) is for guidance only. Text in the image of the following types of documents may not be detected correctly.
  - Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
  - Slanted documents
  - Documents placed upside down or documents with text in the wrong orientation (rotated characters)
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with narrow line spacing
  - Documents with colors in the background of text
  - Documents containing multiple languages
- For further procedures, refer to the application's manual.

- **Reset**

  Cancels the application setting.

- **Set...**

  Allows you to select an application.

  ▶ **Important**

  - Depending on the specified application, the text may not be extracted correctly or the application may not start.

- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon in One-click Mode.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans documents with the specified settings.

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MP Navigator EX

Custom Dialog Box

Click Custom on the Custom Scan with One-click tab or in the One-click Mode screen to open the Custom dialog box.

Scan Settings

- **Document Type**

  Select the type of document to be scanned. When Auto Mode is selected, the document type is automatically detected. In that case, Color Mode, Document Size and Resolution are automatically set as well.

  Important

  - Document types supported by Auto Mode are photos, postcards, business cards, magazines, newspapers, text documents and CD/DVD.
  - The following types of documents cannot be scanned correctly with Auto Mode. In that case, specify the document type or size.
    - A4 size photos
    - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
    - Documents printed on thin white paper
    - Long narrow documents such as panoramic photos
  - Reflective CD/DVD labels may not be scanned properly.
  - Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.

    See "Placing Documents" for details on how to place documents.
  - Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time with Auto Mode.

■ When scanning two or more documents from the ADF (Auto Document Feeder), place documents of the same size even if Auto Mode is set.

Note

■ To reduce moire, set Document Type to Magazine.

● **Color Mode**

Select how to scan the document.

● **Document Size**

Select the size of the document to be scanned.
When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.

Important

■ When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow (alignment mark) of the Platen.

● **Resolution**

Select the resolution at which to scan documents.
➡ Resolution

● **Use the scanner driver**

Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan settings.
Color Mode, Document Size, Resolution and other settings in the Custom dialog box will be disabled. Specify these settings in the ScanGear screen.

● **Specify...**

Opens the Scan Settings dialog box in which you can make advanced scan settings.
➡ Scan Settings Dialog Box (One-click Mode Screen)

Save Settings

● **Automatically save the image to your computer after scanning it**

Select this to save the images to your computer as specified after scanning them.
The File name, Save as type and Save in settings will be displayed.

● **File name**

Enter the file name of the image to be saved (up to 64 characters). When saving multiple files, 4 digits are appended to each file name.

● **Save as type**

Select a file type to save the scanned images.
Select Auto, JPEG/Exif, TIFF or BMP. Auto is displayed when Document Type is Auto Mode.

Important

■ When Document Type is Auto Mode and Save as type is Auto, the file format may differ depending on how you place the document.
See "Placing Documents" for details on how to place documents.
■ Large documents (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the Platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the file format.

- You cannot select JPEG/Exif when Color Mode is Black and White.

📖Note

- When Auto is selected, files are saved in the following formats according to the document type.
  Photos, postcards, CD/DVD and business cards: JPEG
  Magazines, newspapers and text documents: PDF
  You can change the file format from Set....
  Images saved as PDF files may not open depending on the application. In that case, select an option other than Auto in Save as type.
- You cannot set passwords for PDF files.
- If you select JPEG/Exif when Document Type is not Auto Mode , the Save the JPEG/Exif file in AdobeRGB checkbox will be selectable.

- **Set...**

  When Save as type is Auto

  You can specify the file format in which to save images. Select a file format for Document and Photo each.

  ⚑Important

  - You cannot select a compression type for JPEG files when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  ⚑Important

  - This setting is not available when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Save the JPEG/Exif file in AdobeRGB**

  Select this checkbox to save the images in colors that correspond to Adobe RGB.

  ⚑Important

  - This function is available only when Save as type is JPEG/Exif and Document Type is not Auto Mode.
  - This function is not available if the Adobe RGB profile is not installed.

  📖Note

  - You cannot select this setting if the Use the scanner driver checkbox is selected.
  - When you save an image with the Save the JPEG/Exif file in AdobeRGB checkbox selected, an underscore is added to the beginning of the file name. (Example: _Image0001.jpg)

- **Open the save dialog box after scanning the image (Input Exif information)**

Select this to open the Save dialog box after scanning the images and specify the save settings such as destination folder, file name and Exif information.
➡ Save Dialog Box

Application Settings

- **Open with**

  Specify an application with which to open scanned images. Drag and drop the icon of an application that supports the file format displayed in Save as type. The specified application starts after images are scanned.

  🚩**Important**

  - Depending on the specified application, the images may not appear correctly or the application may not start.

  📖**Note**

  - For further procedures, refer to the application's manual.

- **Reset**

  Cancels the application setting.

- **Set...**

  Allows you to select an application to start.

- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon in One-click Mode.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans and saves documents with the specified settings.
  When Save as type is Auto, a confirmation appears. Click Open Manual to open this guide (if it is installed).

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Advanced Guide

MP Navigator EX

Preferences Dialog Box

Click Preferences to open the Preferences dialog box.

In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions via the General and Scanner Button Settings tabs.
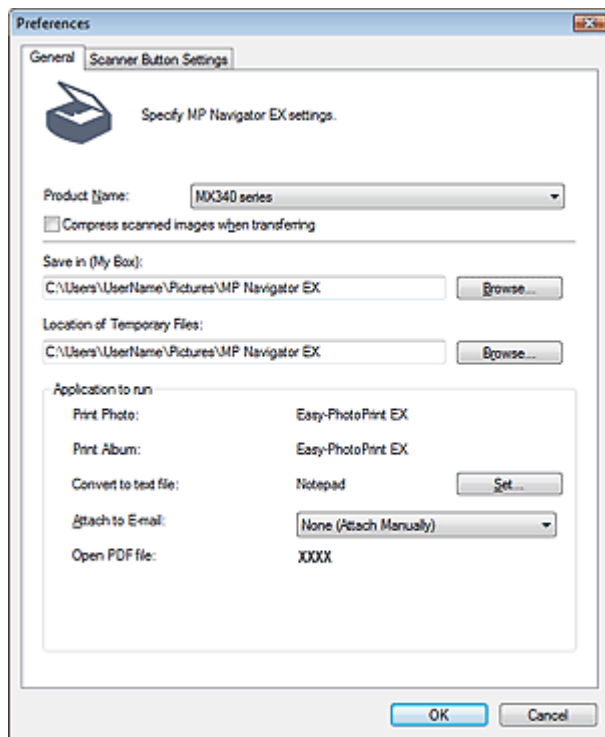
📖 **Note**

- See the corresponding sections below for details on each tab.
  ➡General Tab
  ➡Scanner Button Settings Tab (Save to PC)

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MP Navigator EX

General Tab

On the General tab, you can specify general MP Navigator EX settings.
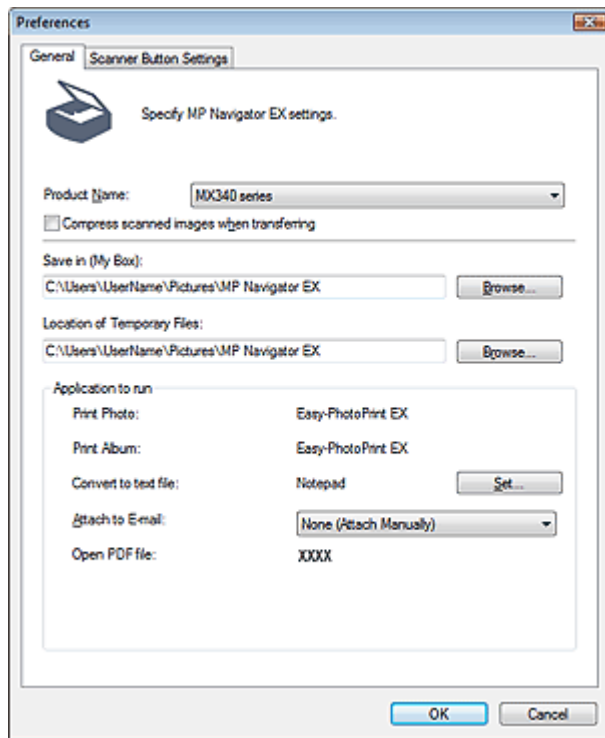
- **Product Name**

  Displays the product name of the machine that MP Navigator EX is currently configured to use.
  If the displayed product is not the one you want to use, select the desired product from the list.
  For network connection, select one with (Network: XXXXXXXXXXXX) after the product name. (Where
  XXXXXXXXXXXX is the MAC address.)
  Use network connection to share the machine among multiple computers.

  ### Note

  - To set up a network environment, see " Network Scan Settings ."

- **Compress scanned images when transferring**

  Compress and transfer images scanned using MP Navigator EX or the Operation Panel of the
  machine. This is useful when the machine is connected via a slow interface such as USB 1.1 or a
  network.

  ### Important

  - When Photo is selected for Document Type on the Scanner Button Settings tab, allow 0.39 inches
    (1 cm) or more space between the edges of the Platen and the document. If not, some images
    may not be scanned at the correct positions and sizes.
  - Business cards, panorama photos and bordered photos may not be cropped accurately when
    scanned. In that case, deselect the Compress scanned images when transferring checkbox and
    scan again.
  - The following restrictions apply when the Compress scanned images when transferring
    checkbox is selected.
    - Text(OCR), Text(Simplex) or Text(Duplex) cannot be selected for Document Type in the Scan/
    Import window.

- Black and White cannot be selected in the color mode settings for One-click Mode.
- Remove gutter shadow is not available.
- Auto Photo Fix and Auto Document Fix are not available.
- Save the JPEG/Exif file in AdobeRGB for One-click Mode is not available.
- Available resolutions: 75 dpi / 150 dpi / 300 dpi / 600 dpi
- Maximum number of documents that can be scanned at one time: 4
- A compression type (image quality) cannot be selected when saving scanned images in JPEG.

■ The following images are not compressed even when scanned with the Compress scanned images when transferring checkbox selected.
- Images scanned using the Operation Panel of the machine by automatically detecting the document type
- Images scanned in One-click Mode by automatically detecting the document type
- Images scanned using ScanGear (scanner driver)

Note

■ It is recommended that you scan at 300 dpi or higher resolution when scanning multiple photos using this function.
■ When the Compress scanned images when transferring checkbox is selected, Unsharp Mask is always applied.

● **Save in (My Box)**

Displays the folder in which to save scanned documents. To change the folder, click Browse... to specify another one.
The following folders are specified by default.
Windows 7: MP Navigator EX folder in My Pictures folder
Windows Vista: MP Navigator EX folder in Pictures folder
Windows XP: MP Navigator EX folder in My Pictures folder
Windows 2000: MP Navigator EX folder in My Pictures folder

● **Location of Temporary Files**

Displays the folder in which to save images temporarily. To change the folder, click Browse... to specify another one.

Important

■ An error may occur if you set the destination to the root directory of the drive on which the operating system is installed. Be sure to specify a folder.
■ An error may occur if you set the destination to a network folder. Be sure to specify a local folder.

● **Application to run**

Displays the applications that can be started via MP Navigator EX. Install the applications from the *Setup CD-ROM* that accompanies the machine.
For Attach to E-mail, you can select an e-mail software program to start.
For Open PDF file, the application associated with the .pdf file extension by the operating system is displayed.

Important

■ You can change which items are installed during installation from the *Setup CD-ROM* by selecting Custom Install. If you choose not to install some applications with Custom Install, the corresponding MP Navigator EX functions will be unavailable. To use those functions, install the corresponding applications.

Note

■ For Convert to text file, Notepad (included with Windows) is displayed. Click Set... to open a dialog box, then specify Document Language and how to scan multiple documents.
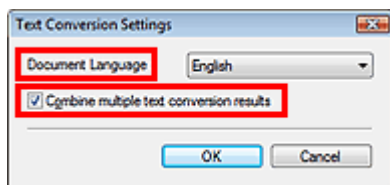
● Document Language

Specify the language according to the language of the document to be scanned. Only text written in languages that can be selected in the Document Language can be extracted to Notepad.

- Combine multiple text conversion results
  When scanning multiple documents, select the checkbox to collect the conversion results (text) into one file.
  When the checkbox is selected, you can scan up to 99 pages at one time.
  Deselect the checkbox to display each conversion result (text) in a separate file.
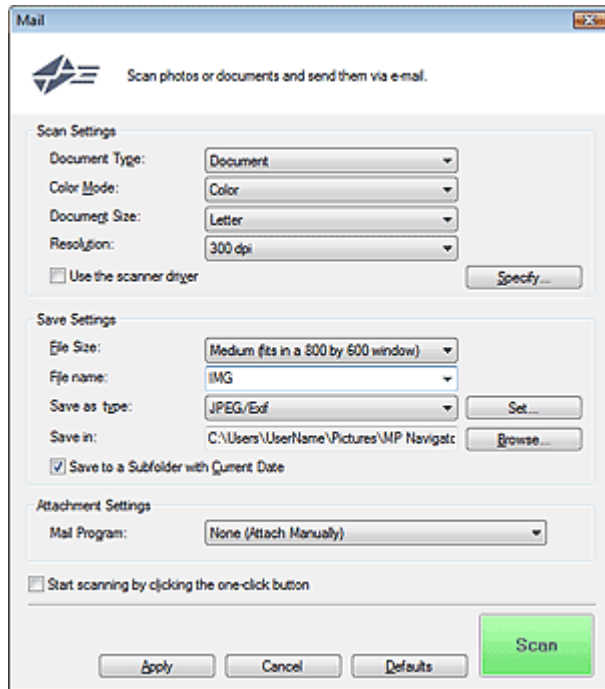 When the checkbox is not selected, you can scan up to 10 pages at one time.

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MP Navigator EX

Scanner Button Settings Tab (Save to PC)

On the Scanner Button Settings tab, you can specify how to respond when scanning using the Operation Panel of the machine.

See "Setting Items on the Operation Panel of the Machine " for details on the items to be set using the Operation Panel of the machine.
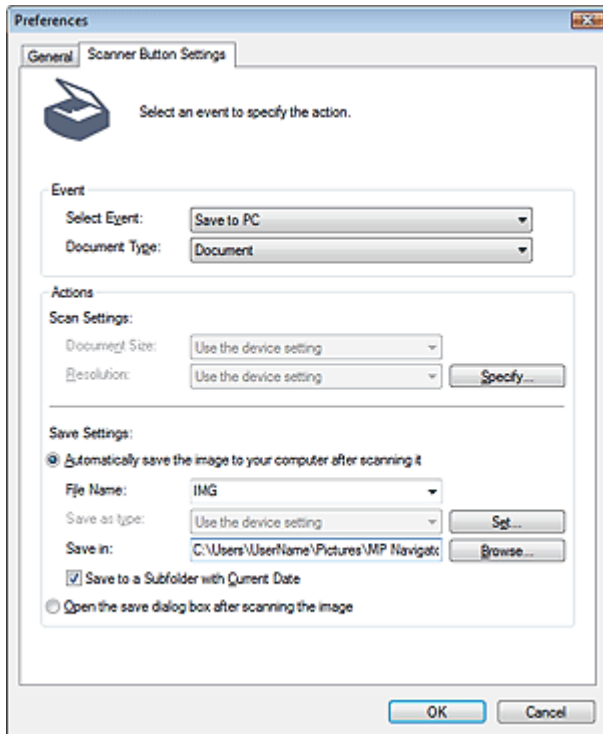
Event

- **Select Event**

  Save to PC is set.

- **Document Type**

  Displays the document types that can be selected on the Operation Panel of the machine.

Actions

Scan Settings

- **Document Size**

  Set this item using the Operation Panel of the machine.

- **Resolution**

  Set this item using the Operation Panel of the machine.

- **Specify...**

  Opens the Scan Settings dialog box in which you can make advanced scan settings.
  ➡ Scan Settings Dialog Box (Scanner Button Settings)

Save Settings

● **Automatically save the image to your computer after scanning it**

Select this to save the images to your computer as specified after scanning them.
The File Name and Save in settings will be displayed.

🚩**Important**

■ If you select this function, you will not be able to set passwords for PDF files.

　● **File Name**

Enter the file name of the image to be saved (up to 64 characters).

　● **Save as type**

Set this item using the Operation Panel of the machine.

　● **Set...**

Opens the Auto Save Settings dialog box in which you can specify the file format and other advanced save settings.
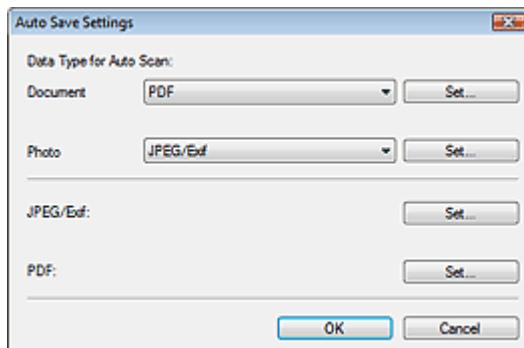
Data Type for Auto Scan

You can specify the file format in which to save images automatically when Auto Scan is selected on the Operation Panel of the machine. Select a file format for saving Document and Photo each.

　● **When JPEG/Exif is Selected**

Click Set... to specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

🚩**Important**

■ You cannot select a compression type for JPEG files when the Compress scanned images when transferring checkbox is selected on the " General Tab" of the Preferences dialog box.

　● **When PDF is Selected**

Click Set... to make advanced settings for creating PDF files. See " PDF Settings Dialog Box " for details.

JPEG/Exif

You can specify which compression type to use for JPEG files when JPEG/Exif is selected on the Operation Panel of the machine.
Click Set... to open a dialog box and select High(Low Compression), Standard or Low(High Compression).

🚩**Important**

■ This setting is not available when the Compress scanned images when transferring checkbox is selected on the "General Tab" of the Preferences dialog box.

PDF

You can make advanced settings for creating PDF files when PDF is selected on the Operation Panel of the machine.
Click Set... to open a dialog box and specify the save settings for PDF files. See "PDF Settings Dialog Box" for details.

> ### 🚩 Important
>
> - Use the Operation Panel of the machine to set the compression type for saving.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows 7: MP Navigator EX folder in My Pictures folder
  Windows Vista: MP Navigator EX folder in Pictures folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2010_01_01" (Year_Month_Date) will be created.
 If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Open the save dialog box after scanning the image**

  Select this to open the save dialog box after scanning the images and specify the save settings such as destination folder, file name and Exif information.
  ➡Save Dialog Box

> ### 📖 Note
>
> - To set passwords for PDF files, select Open the save dialog box after scanning the image. After scanning, you can set the passwords in the Save as PDF file dialog box.
>   ➡Setting Passwords for PDF Files

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MP Navigator EX

Scan Settings Dialog Box (Scanner Button Settings)

The Scan Settings dialog box opens when you click Specify... on the Scanner Button Settings tab of the Preferences dialog box.

In the Scan Settings dialog box, you can make advanced scan settings.

See "Setting Items on the Operation Panel of the Machine " for details on the items to be set using the Operation Panel of the machine.
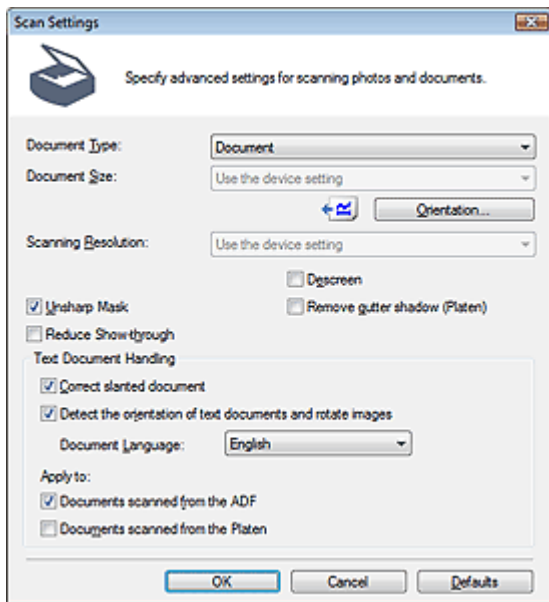
📖 **Note**

- The displayed items vary by document type and how the screen was opened.

- **Document Type**

  The Document Type specified in the Scanner Button Settings tab of the Preferences dialog box is displayed. When Auto Scan is selected, the document type is automatically detected.

  🚩 **Important**

  - Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
    See "Placing Documents " for details on how to place documents.

- **Document Size**

  Set this item using the Operation Panel of the machine.

- **Orientation...**

  Set the orientation of the documents to scan from the ADF (Auto Document Feeder).
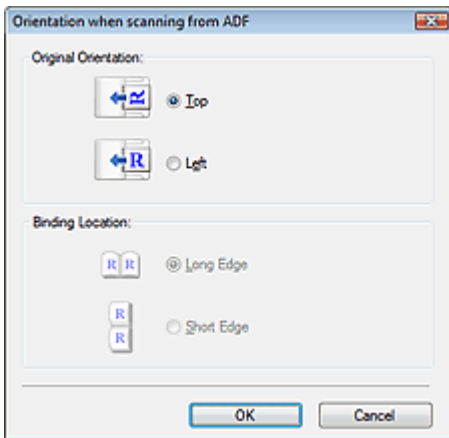
- **Scanning Resolution**

Set this item using the Operation Panel of the machine.

- **Recommended Image Correction**

Select this checkbox to apply suitable corrections automatically based on the document type.
This function is available when Document Type is Auto Scan.

> **Important**
>
> - When this checkbox is selected, the files can be saved in JPEG/Exif or PDF format only.
> - Scanning may take longer than usual when this checkbox is selected.
> - This function is not available when scanning by pressing the Black button with Auto Scan selected on the Operation Panel of the machine.
> - The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.

- **Descreen**

Select this checkbox to reduce moire patterns.
Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. Descreen is the function for reducing this moire effect.

> **Note**
>
> - Scanning takes longer than usual when you enable Descreen.

- **Unsharp Mask**

Select this checkbox to emphasize the outline of the subjects and sharpen the image.

- **Remove gutter shadow (Platen) / Remove gutter shadow**

Select this checkbox to correct shadows that appear between pages when scanning open booklets.
When Document Type is Photo, the checkbox changes to Remove gutter shadow.

> **Important**
>
> - This function is available only when scanning from the Platen.
> - Align the document correctly with the alignment mark on the Platen.

> **Note**
>
> - Use ScanGear (scanner driver)'s Advanced Mode tab to correct gutter shadows when scanning non-standard size documents or when custom cropping frames are set.
>   For details, see Gutter Shadow Correction in " Image Settings " (ScanGear's Advanced Mode tab).

- **Reduce Show-through**

Select this checkbox to sharpen text in a document or reduce show-through in newspapers.

> **Note**
>
> - Select this checkbox if show-through is apparent when you scan documents.

- **Text Document Handling**

Set to detect text in text documents and apply suitable corrections.
This function is available when Document is selected for Document Type on the Scanner Button
Settings tab of the Preferences dialog box.

- **Correct slanted document**

Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1
to +10 degrees) of the document.

Important

- The inclination of the following types of documents may not be corrected, as the text cannot be
  detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images or hand-written text
  - Documents containing both vertical and horizontal lines (tables)

Note

- Scanning takes longer than usual when you enable Correct slanted document.

- **Detect the orientation of text documents and rotate images**

Select this checkbox to detect the orientation of the document from the scanned text and rotate the
scanned image to the correct orientation. Select the language of the document to be scanned in
Document Language.

Important

- This function may not work properly depending on the document language. Only text documents
  written in languages that can be selected from Document Language are supported.
- The orientation of the following types of documents may not be corrected, as the text cannot be
  detected correctly.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

Note

- Scanning takes longer than usual when you enable Detect the orientation of text documents and
  rotate images.

- **Document Language**

Select the language of the document to be scanned.

- **Apply to**

Select the type of scan to apply Correct slanted document and Detect the orientation of text documents
and rotate images settings.

Important

- Apply to cannot be selected when neither the Correct slanted document nor Detect the orientation
  of text documents and rotate images checkbox is selected.

- **Documents scanned from the ADF**

Select this checkbox to apply the Correct slanted document and Detect the orientation of text
documents and rotate images settings to documents scanned from the ADF (Auto Document Feeder).

- **Documents scanned from the Platen**

Select this checkbox to apply the Correct slanted document and Detect the orientation of text
documents and rotate images settings to documents scanned from the Platen.

- **Defaults**

Restores the default settings.

Advanced Guide > Scanning > Scanning with the Bundled Application Software > Appendix: Opening Files Other than Scanned Images

Appendix: Opening Files Other than Scanned Images

You can save or print data other than scanned images using MP Navigator EX.

- **Using images saved on a computer**

  ➡ Opening Images Saved on a Computer

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MP Navigator EX

Opening Images Saved on a Computer

You can open images saved on a computer and print them or attach them to e-mail using MP Navigator EX. You can also edit them using an application that accompanies the machine.

1. Start MP Navigator EX and open the Navigation Mode screen.

   ➡ Starting MP Navigator EX

2. In the Navigation Mode screen, point to View & Use and click My Box (Scanned/ Imported Images), Specify Folder or Recently Saved Images.

   Click My Box (Scanned/Imported Images) to open images saved in My Box (Scanned/Imported Images), click Specify Folder to open images saved in a specific folder, or click Recently Saved Images to open recently saved images.
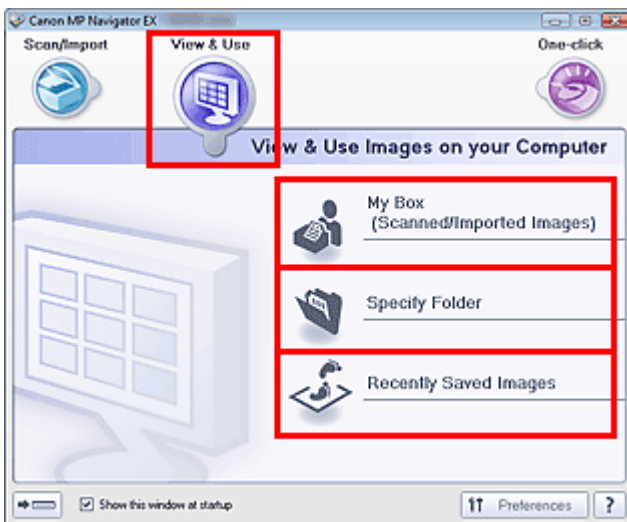
   📖 **Note**

   - If the Show this window at startup checkbox is not selected, the last used screen appears. If the Scan/Import window is displayed, click ![icon] (View & Use) on the upper left of the screen. The View & Use window opens.
   - See "View & Use Images on your Computer Tab " for details on the View & Use Images on your Computer tab.

3. Click the folder containing the images you want to open.

   Images saved in the folder appear in the Thumbnail window.
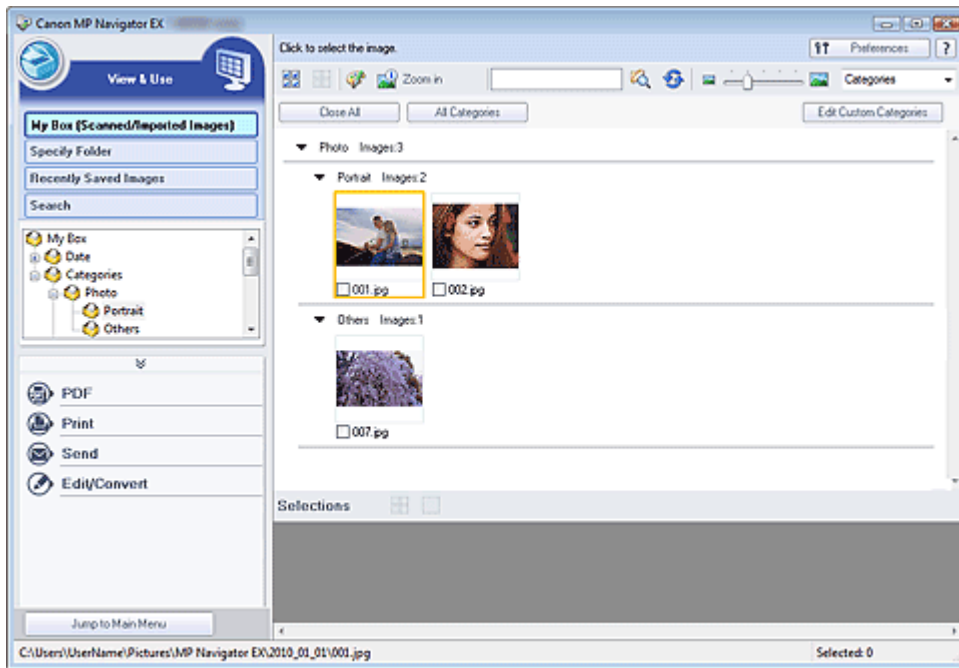
4. Select the images you want to use, then select what you want to do with them.

See the corresponding sections below for details on using images.

➡ Creating/Editing PDF Files

➡ Printing Documents

➡ Printing Photos

➡ Sending via E-mail

➡ Editing Files

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Advanced Guide

Scanning with Other Application Software

➡ What Is ScanGear (Scanner Driver)?

➡ Scanning with Advanced Settings Using ScanGear (Scanner Driver)

➡ Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)

➡ ScanGear (Scanner Driver) Screens

➡ Appendix: Useful Information on Scanning

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ScanGear

What Is ScanGear (Scanner Driver)?

ScanGear (scanner driver) is software required for scanning documents. It enables you to specify the output size and make image corrections when scanning.

ScanGear can be started from MP Navigator EX or from other applications that are compatible with a standard interface called TWAIN. (ScanGear is a TWAIN-compatible driver.)

What You Can Do with This Software

This software enables you to preview scan results or set document type and output size, etc. when scanning documents. It is useful when you want to scan in a specific color tone, as it allows you to make various corrections and adjust brightness, contrast, etc.

Screens

There are three modes: Basic Mode, Advanced Mode and Auto Scan Mode.

Switch modes by clicking a tab on the upper right of the screen.

| Basic Mode | Advanced Mode | Auto Scan Mode |
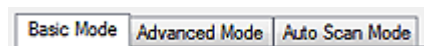
📖 Note

- ScanGear starts in the last used mode.
- Settings are not retained when you switch between modes.

Basic Mode

Use Basic Mode to scan easily by following three simple on-screen steps (**1** , **2** and **3**).
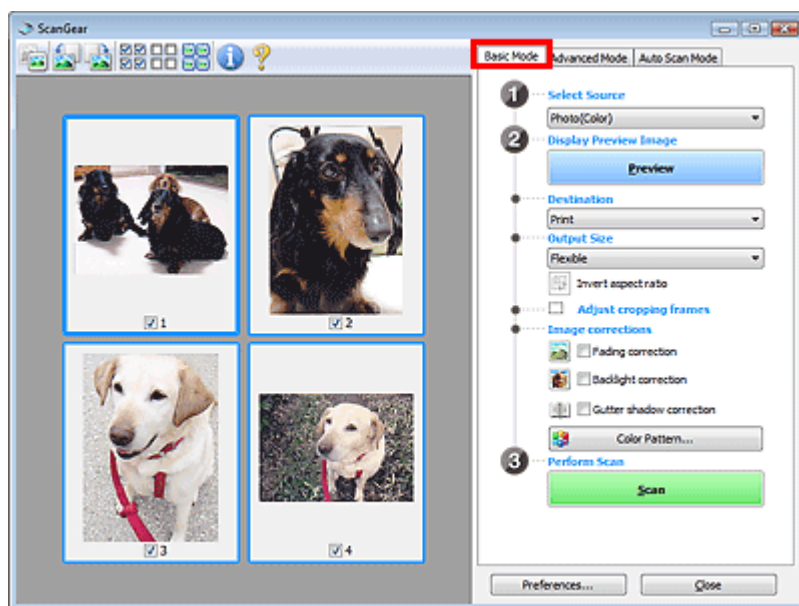
Advanced Mode

Use Advanced Mode to specify color mode, output resolution, image brightness, color tone, etc. when scanning.
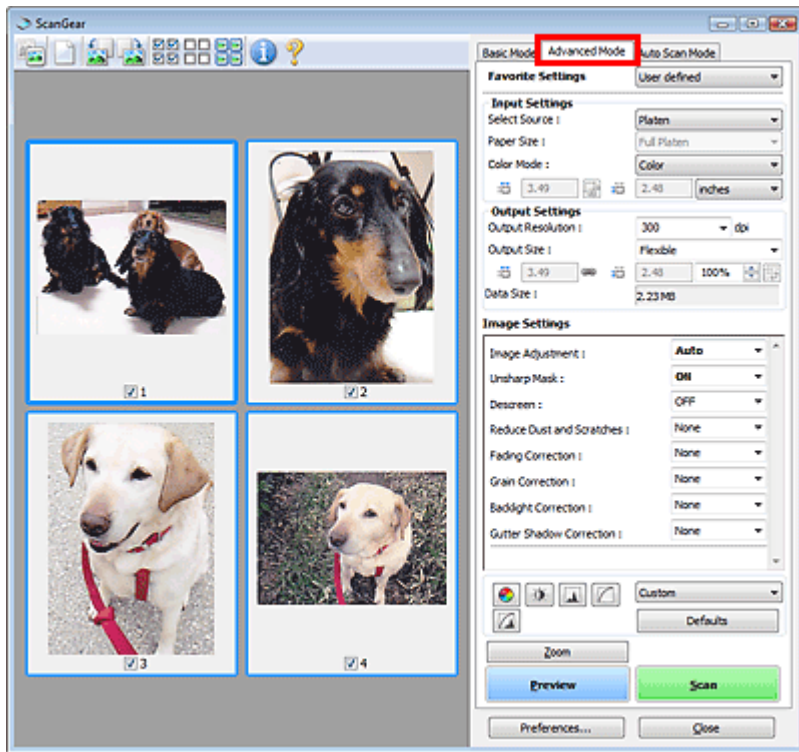
Auto Scan Mode

Use Auto Scan Mode to scan easily by simply placing documents on the Platen or ADF (Auto Document Feeder) and clicking Scan.
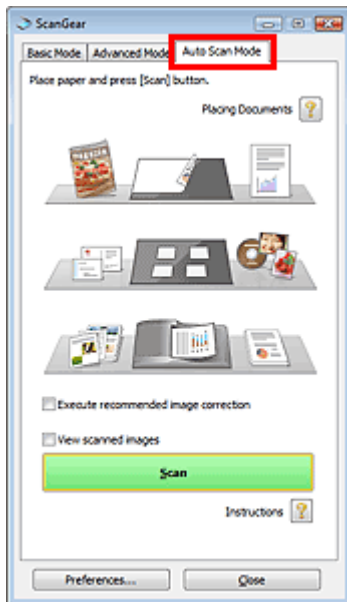
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ScanGear

Scanning with Advanced Settings Using ScanGear (Scanner Driver)

- **Starting ScanGear (scanner driver)**

  ➡ Starting ScanGear (Scanner Driver)

- **Scanning documents after making simple image corrections**

  ➡ Scanning in Basic Mode

- **Scanning documents after making advanced image corrections and brightness/color adjustments**

  ➡ Scanning in Advanced Mode

- **Scanning with a simple operation**

  ➡ Scanning in Auto Scan Mode

- **Scanning multiple documents placed on the ADF (Auto Document Feeder) after making advanced image corrections and brightness/color adjustments**

  ➡ Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

- **Scanning multiple documents at one time after making image corrections and color adjustments**

  ➡ Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

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ScanGear

Starting ScanGear (Scanner Driver)

Use ScanGear (scanner driver) to make image corrections and color adjustments when scanning.
ScanGear can be started from MP Navigator EX or an application.

📖 **Note**

- To scan via a network connection, start ScanGear and set up the network environment before scanning.
  ➡ Network Scan Settings

Starting from MP Navigator EX

Navigation Mode Screen

Follow these steps to start ScanGear from the Navigation Mode screen of MP Navigator EX.

1. Start MP Navigator EX and open the Navigation Mode screen.
   ➡ Starting MP Navigator EX

2. Point to Scan/Import and click Photos/Documents (Platen).
   The Scan/Import window opens.

3. Select the Use the scanner driver checkbox, then click Open Scanner Driver.
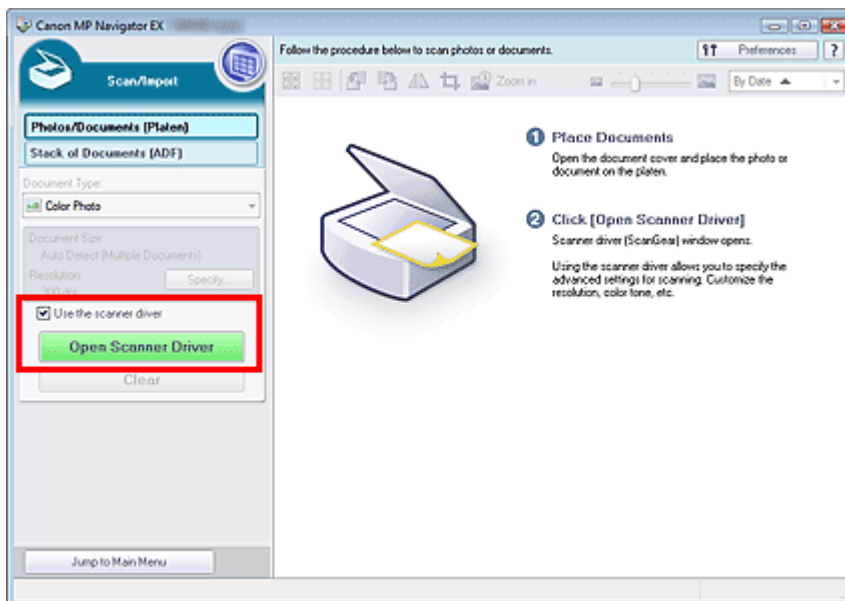
The ScanGear screen appears.

One-click Mode Screen

Follow these steps to start ScanGear from the One-click Mode screen of MP Navigator EX.

1. Start MP Navigator EX and open the One-click Mode screen.
   ➡ Starting MP Navigator EX

2. Click the corresponding icon.

The corresponding dialog box opens.

3. Select the Use the scanner driver checkbox in Scan Settings, then click Scan.
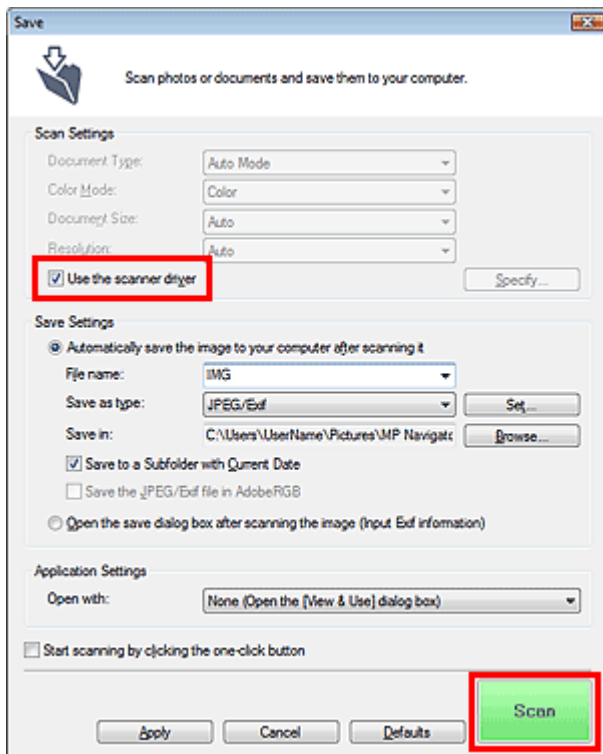
The ScanGear screen appears.

> **Important**
>
> ■ Use the scanner driver is not displayed in the PDF dialog box or Auto Scan dialog box.

Starting from an Application

Follow these steps (example) to start ScanGear from an application.

The procedure varies depending on the application. For details, refer to the application's manual.

1. Start the application.

2. On the File menu of the application, select Select Source and select the machine.

> **Important**
>
> ■ For network connection, the MAC address is displayed after the product name

3. Select the command to scan a document (Scan/Import, Acquire image, etc.).

The ScanGear screen appears.

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![Advanced Guide]

ScanGear

Scanning in Basic Mode

In Basic Mode, you can scan easily by following the on-screen steps.

This section explains how to scan a single document from the Platen or documents from the ADF (Auto Document Feeder).

See "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver) " to scan multiple documents at one time from the Platen.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview. Also, the paper size is set to A4.

▶ Important

- The following types of documents may not be cropped correctly when scanning from the Platen. In

  that case, click ![Thumbnail icon] (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos that have a whitish border
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- The following types of documents cannot be cropped correctly when scanning from the Platen.
  - Documents smaller than 1.18 inches (3 cm) square
  - Photos that have been cut to various shapes

1. Place the documents on the Platen or ADF (Auto Document Feeder), then start ScanGear (scanner driver).

   ➡ Starting ScanGear (Scanner Driver)

   ### ▶ Important

   - When scanning from the Platen, place the document face-down on the Platen and align an upper corner of the document with the corner at the arrow (alignment mark) of the Platen. See " Placing Documents (ADF (Auto Document Feeder)) " for details on how to place documents when scanning from the ADF (Auto Document Feeder).

2. Set Select Source according to the document placed on the Platen.
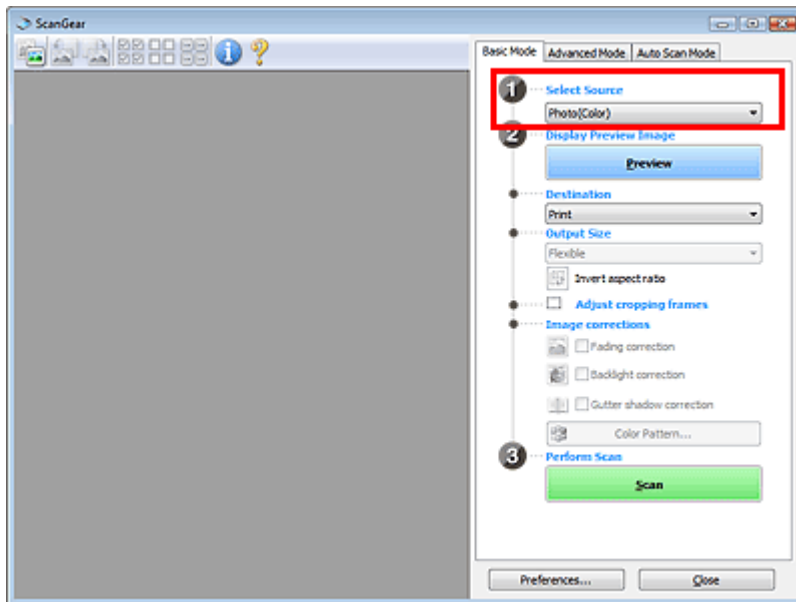
> **Important**
>
> - Some applications do not support continuous scanning from the ADF (Auto Document Feeder). For details, refer to the application's manual.

> **Note**
>
> - To scan magazines containing many color photos, select Magazine(Color).

3. Click Preview.

Preview image appears in the Preview area.
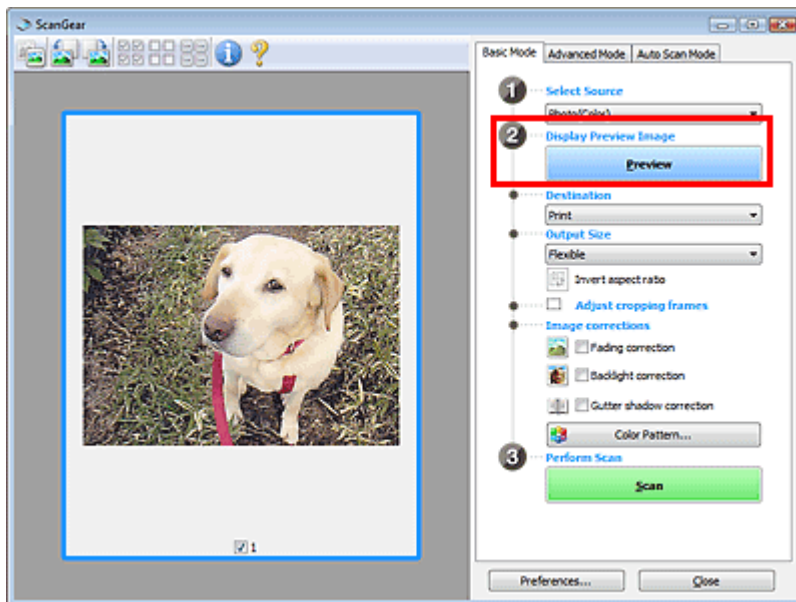
> **Important**
>
> - Preview is not displayed when an ADF type is selected for Select Source.

> **Note**
>
> - Colors are adjusted based on the document type selected in Select Source.

4. Set Destination.

> **Note**

■ Skip ahead to Step 8 when an ADF type is selected for Select Source.

5. Set Output Size.

Output size options vary by the item selected in Destination.

6. Adjust the scan area (cropping frame) as required.

Adjust the size and position of the cropping frame (scan area) on the preview image.

➡Adjusting Cropping Frames

7. Set Image corrections as required.

8. Click Scan.

Starts scanning.

Note

■ Click (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
■ ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
➡Scan Tab

Related Topic

▶ Basic Mode Tab

Advanced Guide

ScanGear

Scanning in Advanced Mode

In Advanced Mode, you can specify the color mode, output resolution, image brightness, color tone, etc. when scanning.

This section explains how to scan a single document from the Platen.

See "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver) " to scan multiple documents at one time.

See "Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode " to scan multiple documents placed on the ADF (Auto Document Feeder).

> **Important**
>
> - The following types of documents may not be cropped correctly. In that case, click ![thumbnail icon] (Thumbnail) on the Toolbar to switch to whole image view and scan.
>   - Photos that have a whitish border
>   - Documents printed on white paper, hand-written text, business cards, etc.
>   - Thin documents
>   - Thick documents
> - The following types of documents cannot be cropped correctly.
>   - Documents smaller than 1.18 inches (3 cm) square
>   - Photos that have been cut to various shapes

1. Place the document on the Platen, then start ScanGear (scanner driver).

➡ Starting ScanGear (Scanner Driver)

> **Important**
>
> - Place the document face-down on the Platen and align an upper corner of the document with the corner at the arrow (alignment mark) of the Platen.

2. Click Advanced Mode.

The Advanced Mode tab appears.
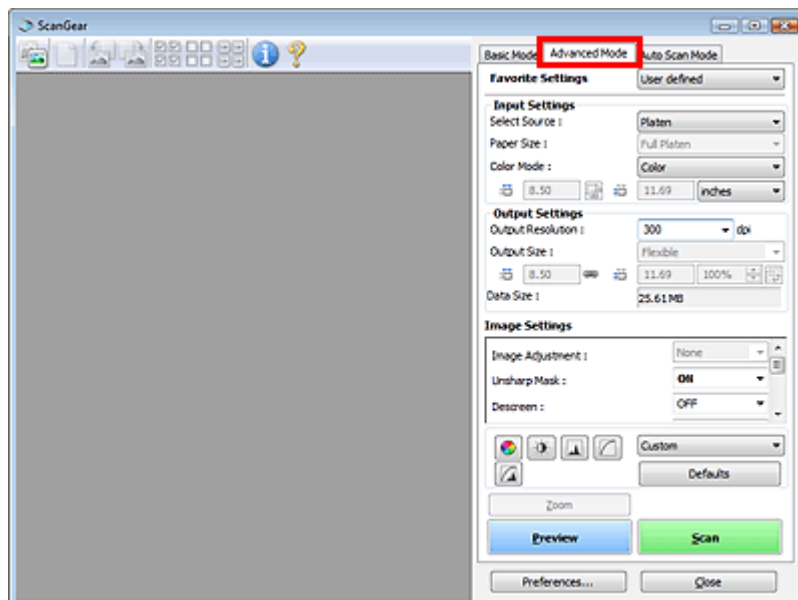
> 📖 **Note**
>
> - Settings are not retained when you switch between modes.

3. Set Input Settings.

➡ Input Settings

4. Click Preview.

Preview images appear in the Preview area.
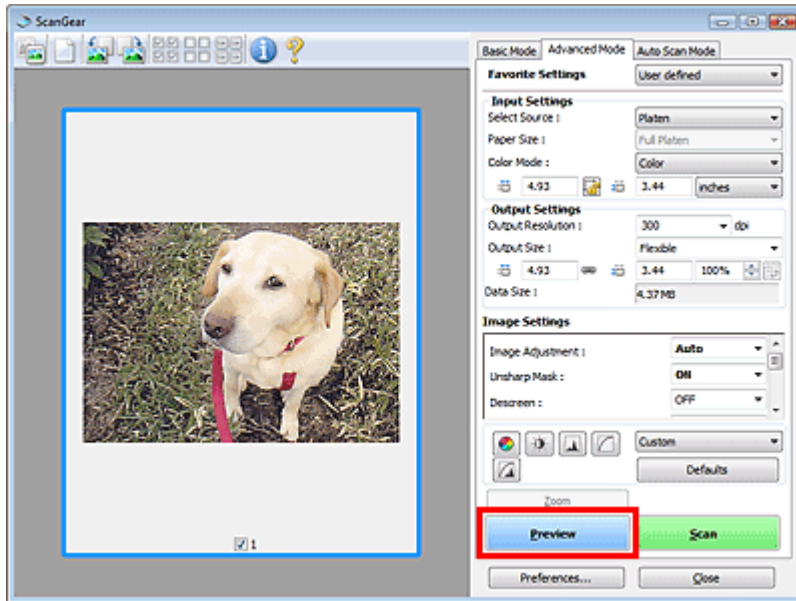
> 📖 **Note**
>
> - If you scan without preview, the show-through reduction function will be active. This function is useful when scanning magazines. However, when scanning photos, the color tone of the scanned image may differ from the source due to the show-through reduction function. In that case, use preview first.

5. Set Output Settings.

➡ Output Settings

6. Adjust the cropping frame (scan area), correct image and adjust colors as required.

➡ Adjusting Cropping Frames
➡ Image Settings
➡ Color Adjustment Buttons

7. Click Scan.

Starts scanning.

> 📖 **Note**
>
> - Click ℹ️ (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
> - ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
>   ➡ Scan Tab

Related Topic

Advanced Mode Tab

Advanced Mode Tab

Advanced Guide

ScanGear

Scanning in Auto Scan Mode

You can scan easily in Auto Scan Mode of ScanGear (scanner driver) by letting it automatically determine the type of documents placed on the Platen or ADF (Auto Document Feeder).

⚑ Important

- Supported document types are photos, postcards, business cards, magazines, newspapers, text documents and CD/DVD. To scan other documents, specify the document type on the Basic Mode tab or the Advanced Mode tab.
  ➡ Scanning in Basic Mode
  ➡ Scanning in Advanced Mode
- Place documents of the same size when scanning two or more documents from the ADF (Auto Document Feeder).

1. Place the documents on the Platen or ADF (Auto Document Feeder), then start ScanGear.

   ➡ Placing Documents

   ➡ Starting ScanGear (Scanner Driver)

2. Click Auto Scan Mode.

   The Auto Scan Mode tab appears.

   ### 📖 Note

   - Select the Execute recommended image correction checkbox to apply suitable corrections automatically according to the type of document to be scanned.
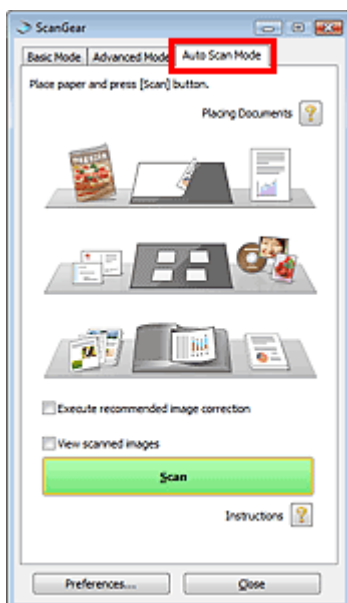
3. Click Scan.

   Starts scanning.

   ### 📖 Note

   - ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning

on the Scan tab of the Preferences dialog box.
➡ Scan Tab

Related Topic

▶ Auto Scan Mode Tab

Advanced Guide

ScanGear

Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

In Advanced Mode, you can specify the image brightness, color tone, etc. and scan multiple documents placed on the ADF (Auto Document Feeder) at one time.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.

1. Place the documents on the ADF (Auto Document Feeder), then start ScanGear (scanner driver).

    ➡ Placing Documents (ADF (Auto Document Feeder))

    ➡ Starting ScanGear (Scanner Driver)

2. Click Advanced Mode and select Document (ADF Simplex) for Select Source.
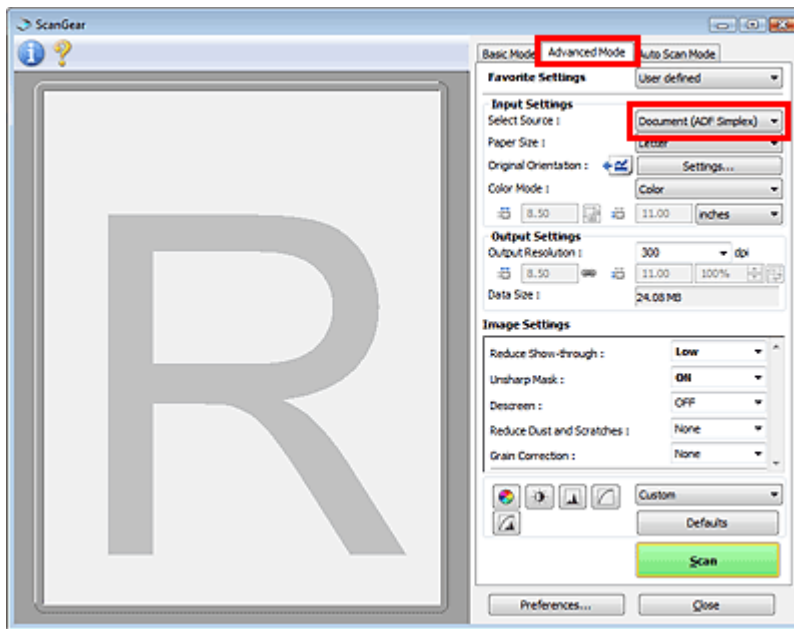
📖 **Note**

-   Settings are not retained when you switch between modes.

3. Set Input Settings.

    ➡ Input Settings

4. Set Output Settings.

    ➡ Output Settings

5. Make image corrections and color adjustments as required.

    ➡ Image Settings

    ➡ Color Adjustment Buttons

6. Click Scan.

Starts scanning.

Note

- Click (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
- ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
  ➡ Scan Tab

Related Topic

➤ Advanced Mode Tab

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Advanced Guide

ScanGear

Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

You can scan two or more photos (small documents) on the Platen at one time in Basic Mode and Advanced Mode of ScanGear (scanner driver).

This section explains how to scan multiple documents from the Basic Mode tab.

🚩**Important**

- To scan multiple documents as a single image, scan in whole image view.
- The following types of documents may not be cropped correctly. In that case, adjust the cropping frames (scan areas) in whole image view and scan.
  - Photos that have a whitish border
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
  ➡ Scanning Multiple Documents in Whole Image View
- The following types of documents cannot be cropped correctly.
  - Documents smaller than 1.18 inches (3 cm) square
  - Photos that have been cut to various shapes

📖**Note**

- See "Scanning in Auto Scan Mode " to scan easily by automatically detecting the document type.
- You can also scan multiple documents at one time from the Advanced Mode tab. Use the Advanced Mode tab to make advanced scan settings such as the color mode, output resolution, image brightness and color tone.
- See the corresponding sections below for details on the Basic Mode tab and Advanced Mode tab.
  ➡ Basic Mode Tab
  ➡ Advanced Mode Tab

1. Place the document on the Platen, then start ScanGear.

   ➡ Placing Documents
   ➡ Starting ScanGear (Scanner Driver)

2. Set Select Source according to the document placed on the Platen.
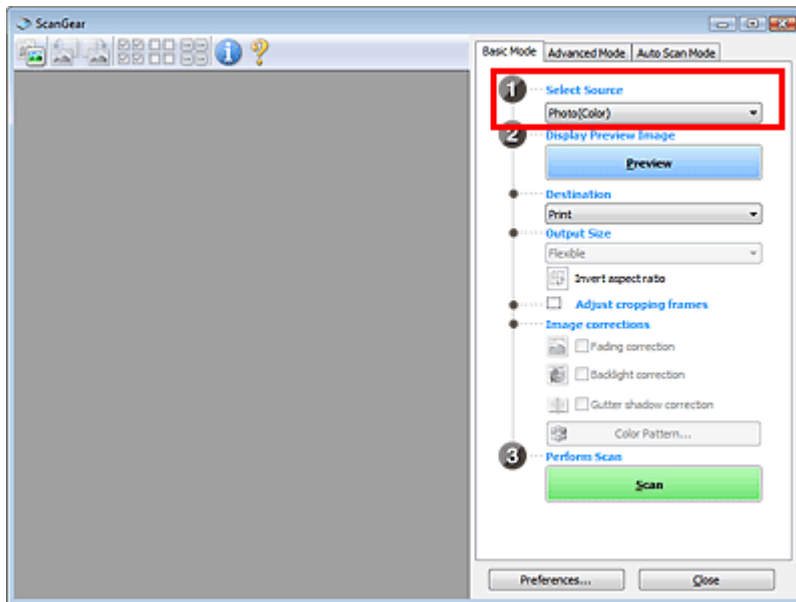
3. Click Preview.

Thumbnails of the preview images appear in the Preview area. Images are cropped (scan areas are specified) automatically according to the document size.
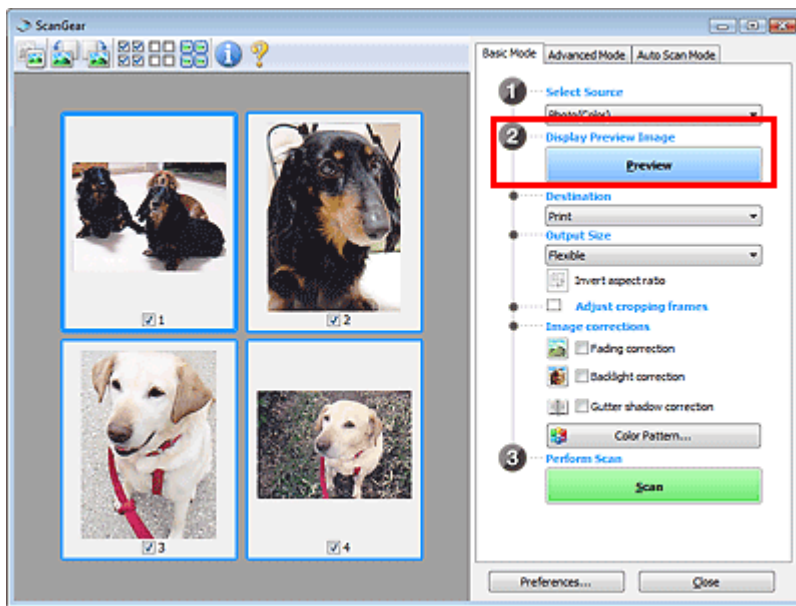
4. Set Destination.

5. Set Output Size.

6. Adjust the scan areas (cropping frames) and set Image corrections as required.

📖 **Note**

- You can correct each image separately. Select the frame you want to correct.
- In thumbnail view, you can only create one cropping frame (scan area) per image.
  To create multiple cropping frames in an image, scan in whole image view.
  ➡ Scanning Multiple Documents in Whole Image View

7. Select the images you want to scan.

Select the checkboxes of the images you want to scan.

8. Click Scan.

Scanning Multiple Documents in Whole Image View

Follow these steps if thumbnails are not displayed correctly when previewed or if you want to scan multiple documents as a single image.

📖 **Note**

- Positions of slanted documents are not corrected in whole image view.

1. After previewing images, click (Thumbnail) on the Toolbar.

Switch to whole image view.
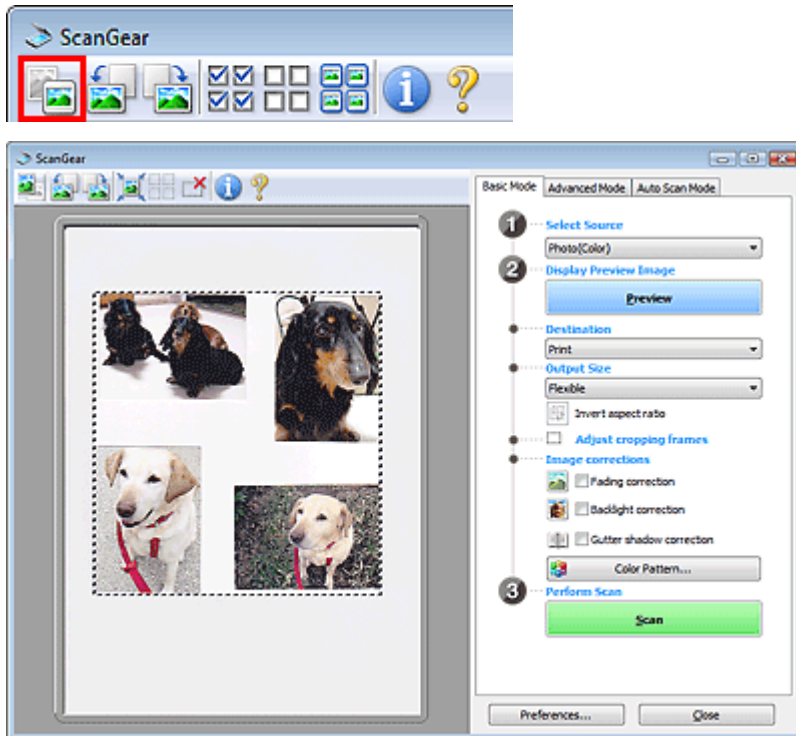
📖 **Note**

- When the whole image is displayed, the icon changes to (Whole Image).

2. Adjust the scan areas (cropping frames).

Adjust the size and position of the cropping frame (scan area) on the preview image. You can also create two or more cropping frames.

If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the specified area will be scanned.

➡ Adjusting Cropping Frames

3. Set Destination.

4. Set Output Size.

5. Set Image corrections as required.

6. Click Scan.

Areas framed by broken lines are scanned.

Note

- ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
  - ➡ Scan Tab

Advanced Guide

Advanced Guide > Scanning > Scanning with Other Application Software > Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)

ScanGear

Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)

The following sections provide you with tips and know-how on advanced scanning techniques involving color/brightness adjustment, etc.

- **Sharpening out-of-focus photos, reducing dust and scratches, and correcting faded colors**

  ➡ Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)

- **Previewing and changing the color tone of the entire image to scan**

  ➡ Adjusting Colors Using a Color Pattern

- **Brightening colors that have faded with time or due to colorcast**

  ➡ Adjusting Saturation and Color Balance

- **Adjusting images that are too dark or bright, or too flat due to lack of contrast**

  ➡ Adjusting Brightness and Contrast

- **Adjusting the color tone using histogram (a graph showing brightness distribution)**

  ➡ Adjusting Histogram

- **Adjusting the image brightness using tone curve (a graph of brightness balance)**

  ➡ Adjusting Tone Curve

- **Sharpening characters in text documents or reducing show-through effects**

  ➡ Setting Threshold

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Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)

The Image Settings functions in Advanced Mode tab of ScanGear (scanner driver) allow you to enhance the outline of the subjects, reduce dust/scratches and correct faded colors when scanning images.
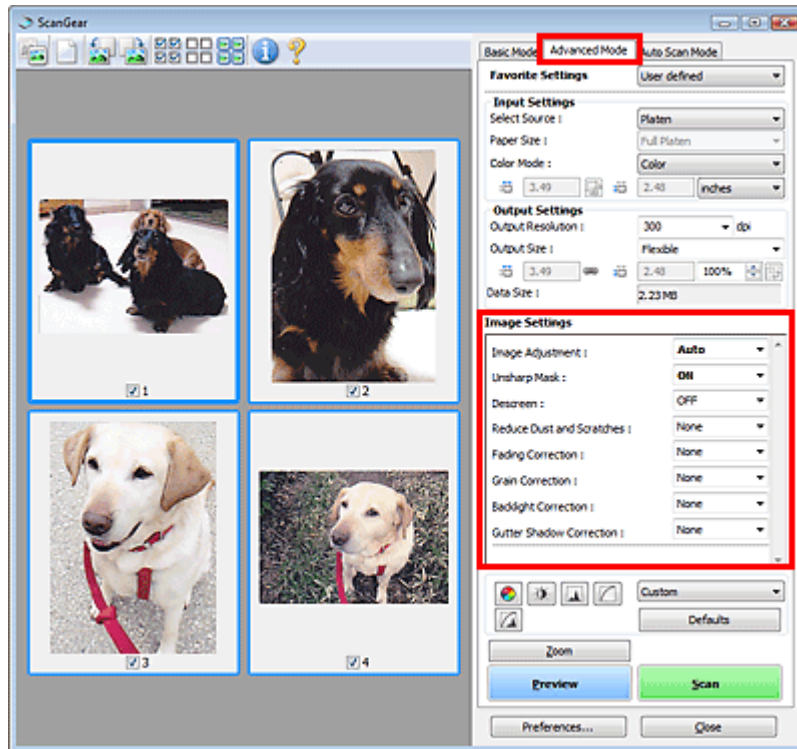
Setting Items

Click ▼ (Arrow) of a function and select an item from the pull-down menu.
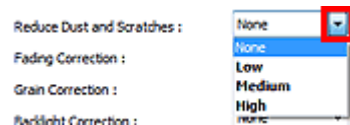
🚩 **Important**

- Do not apply these functions to images without moire, dust/scratches or faded colors. The color tone may be adversely affected.
- See "Image Settings " for details and precautions on each function.

📖 **Note**

- See "Scanning in Advanced Mode " to start ScanGear in Advanced Mode tab and scan.

Adjusting the image brightness and color tone

Set Image Adjustment to Auto, Photo, Magazine, Newspaper or Document according to the document type.

None	Auto

Reducing show-through in text documents or lightening the base color in recycled paper, newspapers, etc. when scanning from the ADF (Auto Document Feeder)

Set Reduce Show-through to Low or High according to the degree of show-through or darkness of the base color.

None	Low
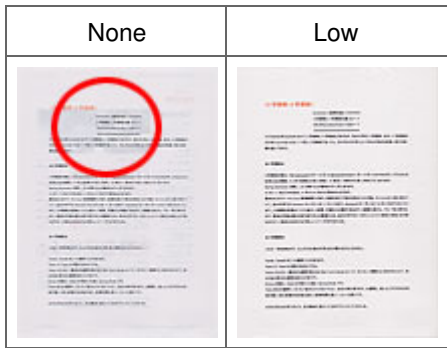
Sharpening slightly out-of-focus images

Set Unsharp Mask to ON.

OFF	ON
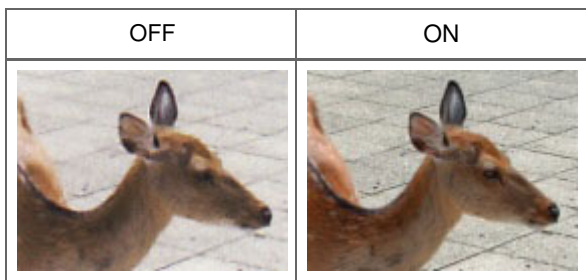
Reducing gradations and stripe patterns

Set Descreen to ON.

OFF	ON
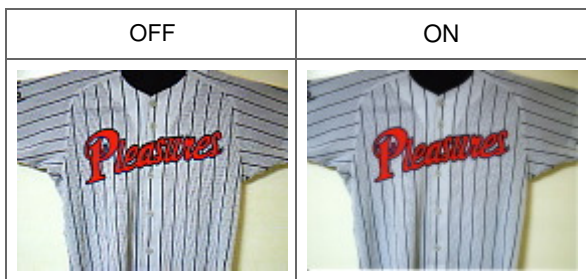
📖 **Note**

- "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. Descreen is the function for reducing this moire effect.

Reducing dust and scratches

Set Reduce Dust and Scratches to Low, Medium or High according to the degree of dust and scratches.

None	Medium

Correcting photos that have faded with time or due to colorcast

Set Fading Correction to Low, Medium or High according to the degree of fading or colorcast.

None	Medium
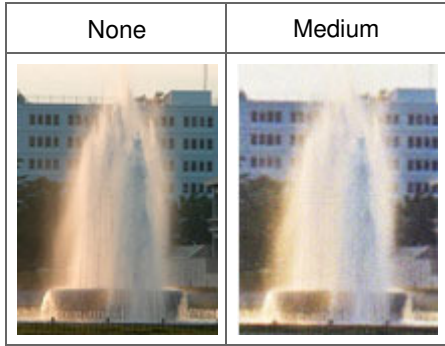
Reducing graininess

Set Grain Correction to Low, Medium or High according to the degree of graininess.

None	Medium
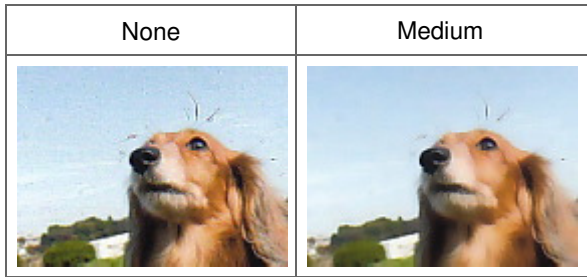
Correcting backlit images

Set Backlight Correction to Low, Medium or High according to the degree of backlight.

None	Medium

Correcting shadows that appear between pages when scanning open booklets

Set Gutter Shadow Correction to Low, Medium or High according to the degree of shadows.
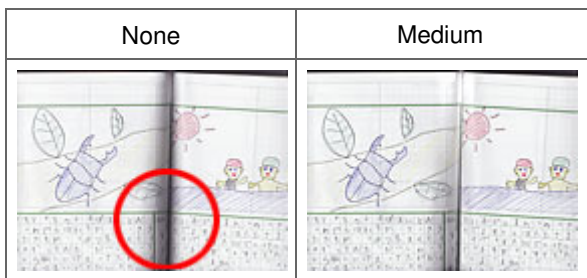
None	Medium

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![Advanced Guide]

Adjusting Colors Using a Color Pattern

You can preview color changes and reproduce natural colors by using the Color Pattern function in ScanGear (scanner driver)'s Basic Mode tab.
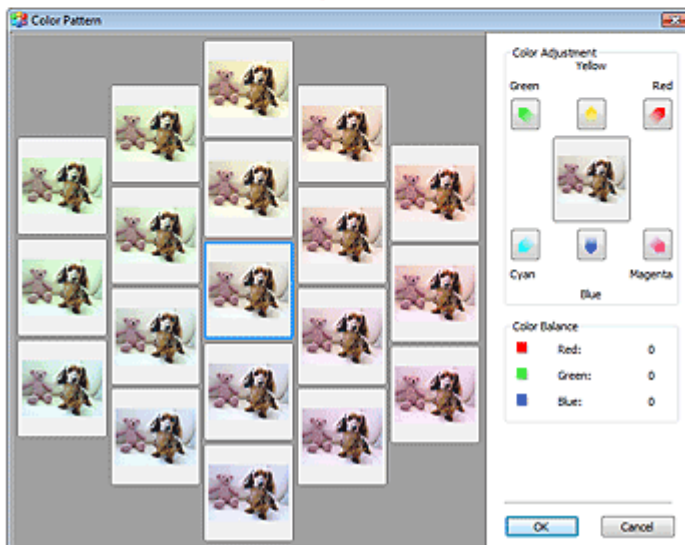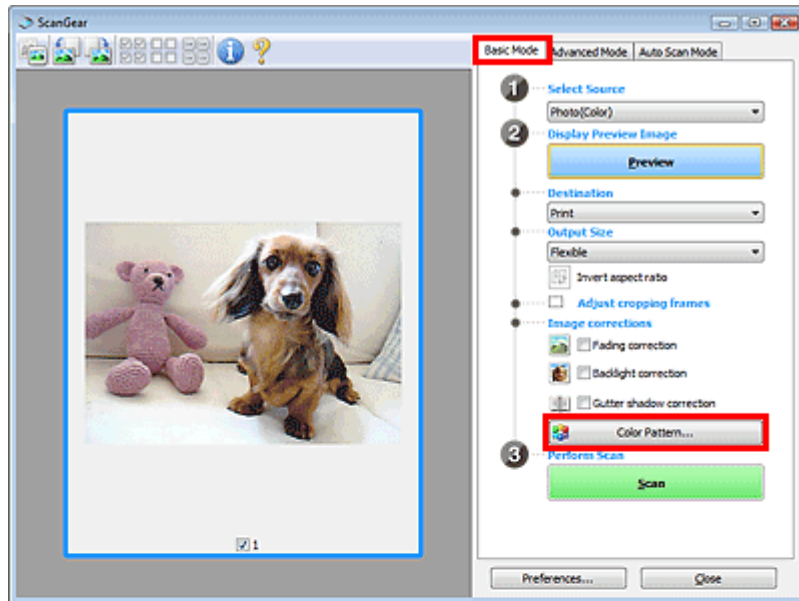
Color Adjustment

Correct colors that have faded with time or due to colorcast. Colorcast is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Click an arrow in Color Adjustment to emphasize the corresponding color.

Cyan & red, magenta & green and yellow & blue are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is recommended that you find a portion in the image where it should be white, and adjust the colors so that the portion turns white.

Preview image appears in the center. Preview image colors change as you adjust them.
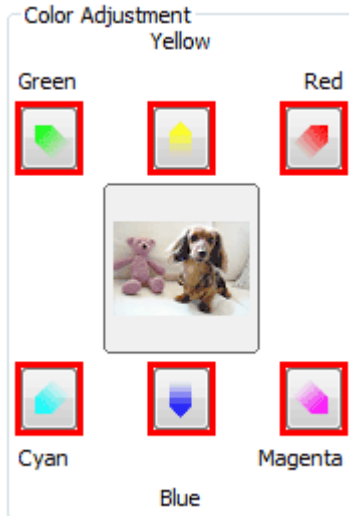
Below is an example of correcting a bluish image.

Since Blue and Green are too strong, click the Yellow and Magenta arrows to correct.

Before	After

Note

- Color adjustments are applied only to the scan area (cropping frame) or the frame selected in thumbnail view.
  You can select multiple frames or cropping frames by clicking them while pressing the Ctrl key.
- You can also select a color tone from the color pattern displayed on the left of the Color Pattern screen.
- You can also use this function to add a specific tint to an image. Increase the magenta to add a warm tint, and increase the blue to add a cool tint.

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Adjusting Saturation and Color Balance

In ScanGear (scanner driver)'s Advanced Mode tab, click (Saturation/Color Balance).
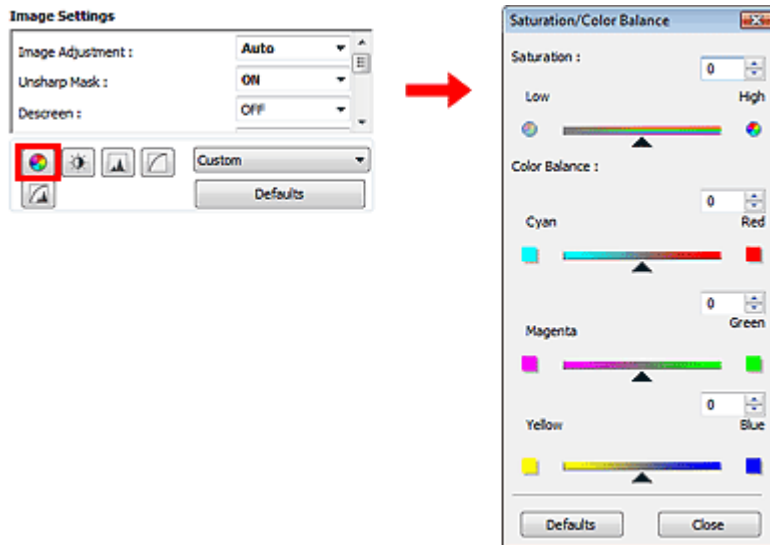
Note

- Click Defaults to reset all adjustments in the current window.

Saturation

Adjust the image's saturation (vividness). You can brighten colors that have faded with time, etc.

Move (Slider) under Saturation to the left to decrease the saturation (darken the image), and to the right to increase the saturation (brighten the image). You can also enter a value (-127 to 127).

Saturation decreased	Original image	Saturation increased
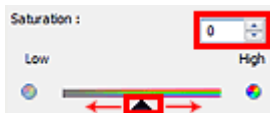
Note

- The natural color tone of the original image may be lost if you increase saturation too much.

Color Balance

Adjust images that have a colorcast. Colorcast is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Move ▲ (Slider) under Color Balance to the left or right to emphasize the corresponding color.

Cyan & Red

Magenta & Green

Yellow & Blue

These are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is usually difficult to correct the image completely by adjusting only one color pair. It is recommended that you find a portion in the image where it should be white, and adjust all three color pairs so that the portion turns white.

You can also enter a value (-127 to 127).

Below is an example of an image in which the "Cyan & Red" pair has been adjusted.

Cyan is increased	Red is increased

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ScanGear

Adjusting Brightness and Contrast

In ScanGear (scanner driver)'s Advanced Mode tab, click [ ] (Brightness/Contrast).
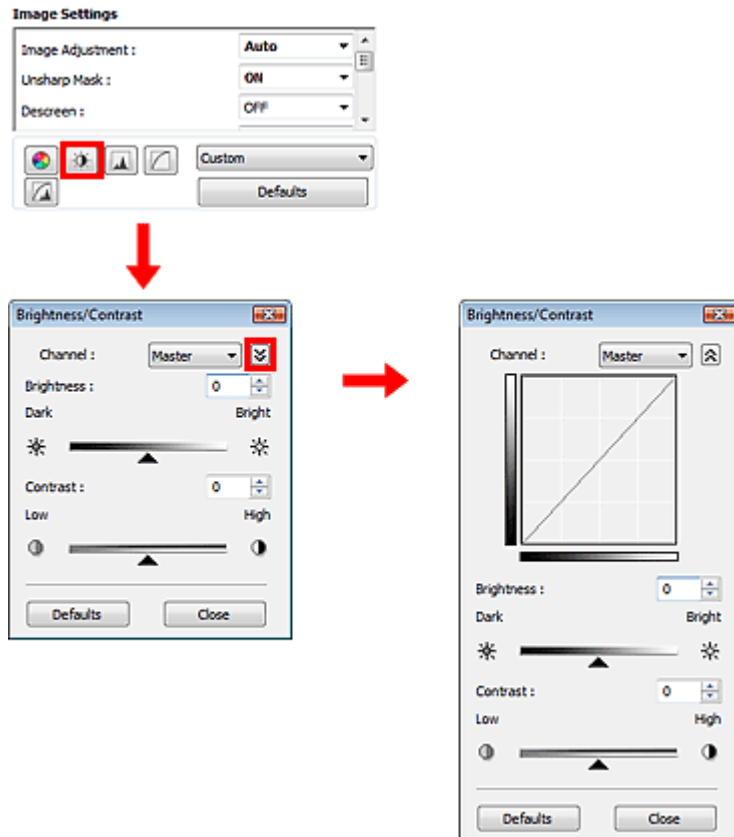
📖 **Note**

- Click [ ] (Down arrow) to switch to detailed view. Click [ ] (Up arrow) to return to the previous view.
- Click Defaults to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

- **Master**

  Adjust the Red, Green and Blue combined.

- **Red**

  Adjust the Red channel.

- **Green**

  Adjust the Green channel.

- **Blue**

  Adjust the Blue channel.

📖 **Note**

- Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

Brightness

Adjust the image brightness. Move ▲ (Slider) under Brightness to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

Darkened	Original image	Brightened

📖 **Note**

- Highlights may be lost if you brighten the image too much, and shadows may be lost if you darken the image too much.

Contrast

"Contrast" is the degree of difference between the brighter and darker parts of an image. Increasing contrast will increase the difference, thus sharpening the image. Decreasing contrast will decrease the difference, thus softening the image.

Move ▲ (Slider) under Contrast to the left to decrease and right to increase the contrast of the image. You can also enter a value (-127 to 127).

Decreased contrast	Original image	Increased contrast

📖 **Note**

- Increasing the contrast is effective in adding a three-dimensional feel to soft images. However, shadows and highlights may be lost if you increase the contrast too much.

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ScanGear

Adjusting Histogram

In ScanGear (scanner driver)'s Advanced Mode tab, click ⬛ (Histogram).
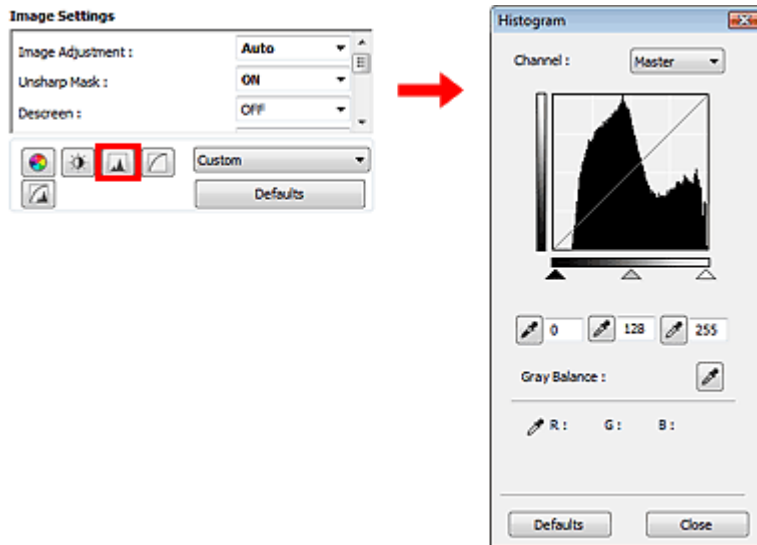
Note

- Click Defaults to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

- **Master**

  Adjust the Red, Green and Blue combined.

- **Red**

  Adjust the Red channel.

- **Green**

  Adjust the Green channel.

- **Blue**

  Adjust the Blue channel.

Note

- Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

Reading Histograms

You can see the histogram of a specified area for each Channel. The higher the histogram peak, the more data is distributed to that level.

(1) Bright area	(2) Dark area	(3) Whole image
More data is distributed to the highlight side.	More data is distributed to the shadow side.	Data is widely distributed between the highlight and shadow.

Adjusting Histograms (Using the Slider)

Select a Channel, then move ▲ (Black-point Slider) or △ (White-point Slider) to specify the level to be set as the shadow or highlight.
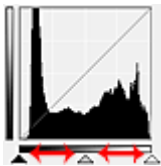
- All parts to the left of ▲ (Black-point Slider) will be black (level 0).

- The parts at △ (Mid-point Slider) will turn to the color exactly between the black-point and white-point.

- All parts to the right of △ (White-point Slider) will turn white (level 255).

When Image Adjustment is set to anything but None, the adjustments shown below are performed automatically.

Moving the Black-point and White-point Sliders

Move the Black-point Slider or White-point Slider to adjust brightness.

Images with more data distributed to the highlight side

Move the Black-point Slider toward the highlight side.
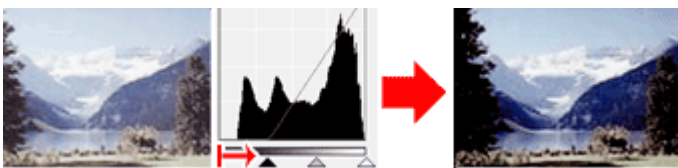
Images with more data distributed to the shadow side

Move the White-point Slider toward the shadow side.
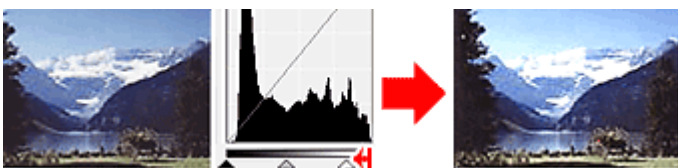
Images with widely distributed data

Move the Black-point Slider toward the highlight side, and White-point Slider toward the shadow side.
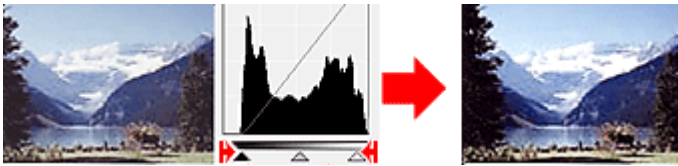
Moving the Mid-point Slider

Move the Mid-point Slider to specify the level to be set as the middle of the tonal range.

Images with more data distributed to the highlight side

Move the Mid-point Slider toward the highlight side.
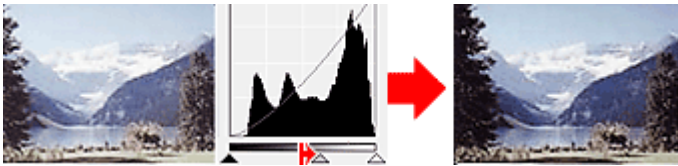
Images with more data distributed to the shadow side

Move the Mid-point Slider toward the shadow side.
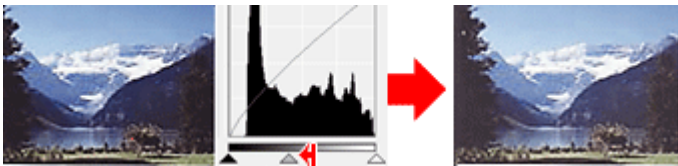
Adjusting Histograms (Using the Droppers)

When you select a Channel and click the Black-point, Mid-point or White-point Dropper, the mouse pointer on the preview image changes to a dropper. Click a Dropper displayed below the histogram to change the setting.
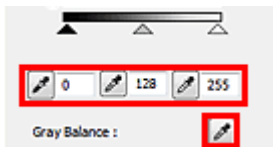
- The point clicked with [icon] (Black-point Dropper) will be the darkest point. You can also enter a value (0 to 245).

- The point clicked with [icon] (Mid-point Dropper) will be the middle of the tonal range. You can also enter a value (5 to 250).

- The point clicked with [icon] (White-point Dropper) will be the brightest point. You can also enter a value (10 to 255).

- Click [icon] (Dropper) for Gray Balance and click the area you want to adjust the color in the preview image.

The clicked point will be set as the achromatic color reference, and the rest of the image is adjusted accordingly. For instance, if snow in a photo appears bluish, click the bluish part to adjust the whole image and reproduce natural colors.

Adjusting Tone Curve

In ScanGear (scanner driver)'s Advanced Mode tab, click ⬚ (Tone Curve Settings).
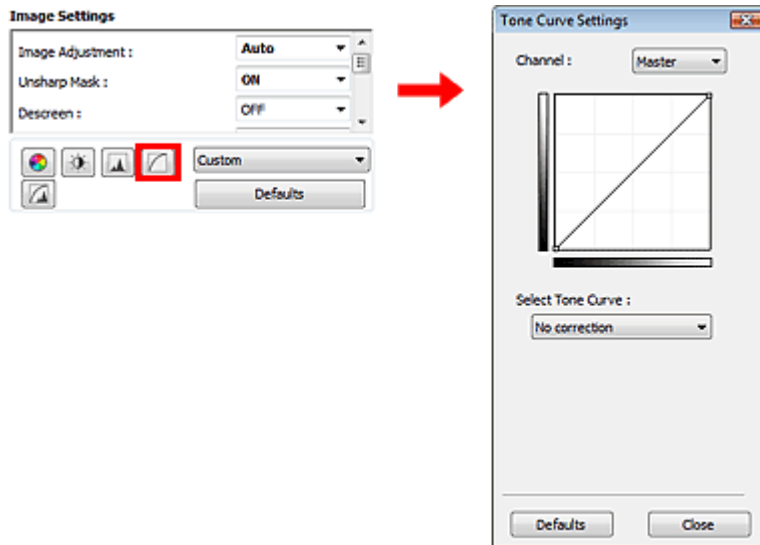
📖 **Note**

- Click Defaults to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

- **Master**

  Adjust the Red, Green and Blue combined.

- **Red**

  Adjust the Red channel.

- **Green**

  Adjust the Green channel.

- **Blue**

  Adjust the Blue channel.

📖 **Note**

- Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

Reading Tone Curves

With ScanGear, scanning images via a scanner is the input, and displaying to a monitor is the output. "Tone Curve" shows the balance of tone input and output for each Channel.
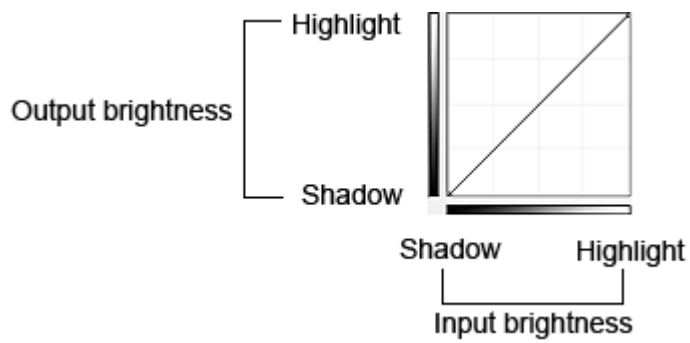
Adjusting Tone Curve

In Select Tone Curve, select a tone curve from No correction, Overexposure, Underexposure, High contrast, Reverse the negative/positive image and Edit custom curve.

No correction (No adjustment)
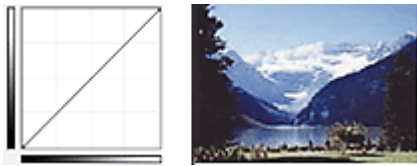
Overexposure (Convex curve)

The midtone data of the input side is stretched toward the highlight of the output side, resulting in a bright-toned image when viewed on a monitor.
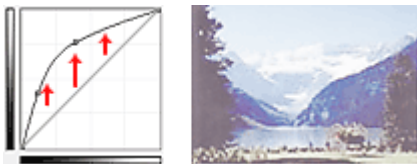
Underexposure (Concave curve)

The midtone data of the input side is stretched toward the shadow of the output side, resulting in a dark-toned image when viewed on a monitor.
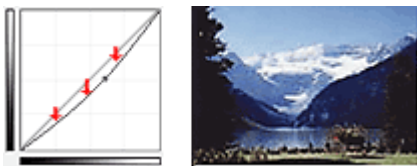
High contrast (S curve)

The highlight and shadow of the input side are enhanced, resulting in a high-contrast image.
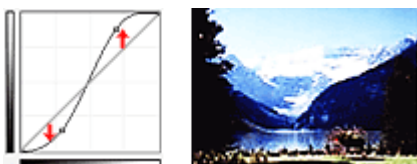
Reverse the negative/positive image (Downward-sloping line)

The input and output sides are reversed, resulting in a negative-positive inverted image.
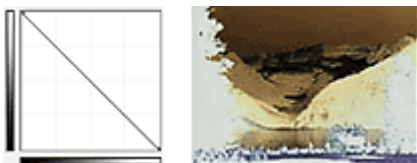
Edit custom curve

You can drag specific points on the Tone Curve to freely adjust the brightness of the corresponding areas.

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Advanced Guide

ScanGear

Setting Threshold

The brightness of color and grayscale images is expressed in a value between 0 and 255. However, in creating black and white images, all colors are mapped to either black (0) or white (255). "Threshold" is the borderline value that determines a color as black or white. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers.

This function is available when Color Mode is Black and White.

In ScanGear (scanner driver)'s Advanced Mode tab, click ◣ (Threshold).
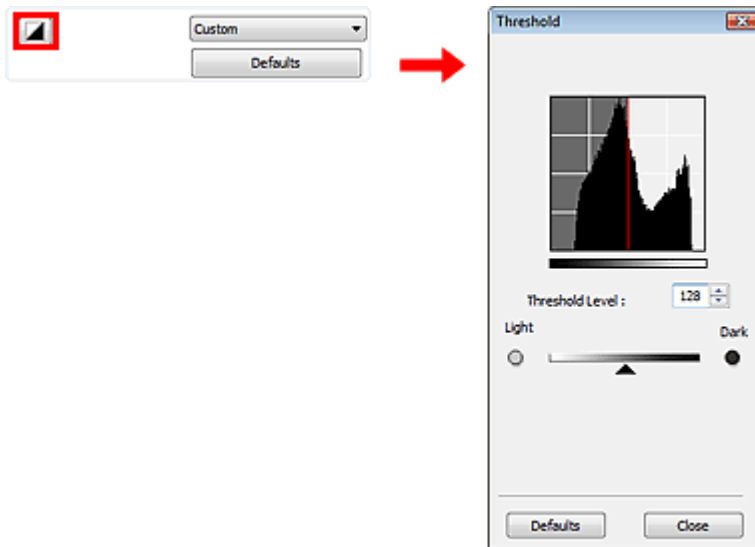
📖 Note

■ Click Defaults to reset all adjustments in the current window.

Adjusting Threshold

Move ▲ (Slider) to the right to increase the threshold value and thus increase the black areas. Move the slider to the left to decrease the value and thus increase the white areas. You can also enter a value (0 to 255).

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Advanced Guide

ScanGear

ScanGear (Scanner Driver) Screens

The following sections describe ScanGear (scanner driver)'s screens and functions, and how to use ScanGear.

➡ Basic Mode Tab

➡ Advanced Mode Tab

- Input Settings
- Output Settings
- Image Settings
- Color Adjustment Buttons

➡ Auto Scan Mode Tab

➡ Preferences Dialog Box

- Scanner Tab
- Preview Tab
- Scan Tab
- Color Settings Tab

Page top⬆

Basic Mode Tab

This mode allows you to scan easily by following the on-screen steps.

This section describes the settings and functions available in Basic Mode.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview. Also, the paper size is set to A4.
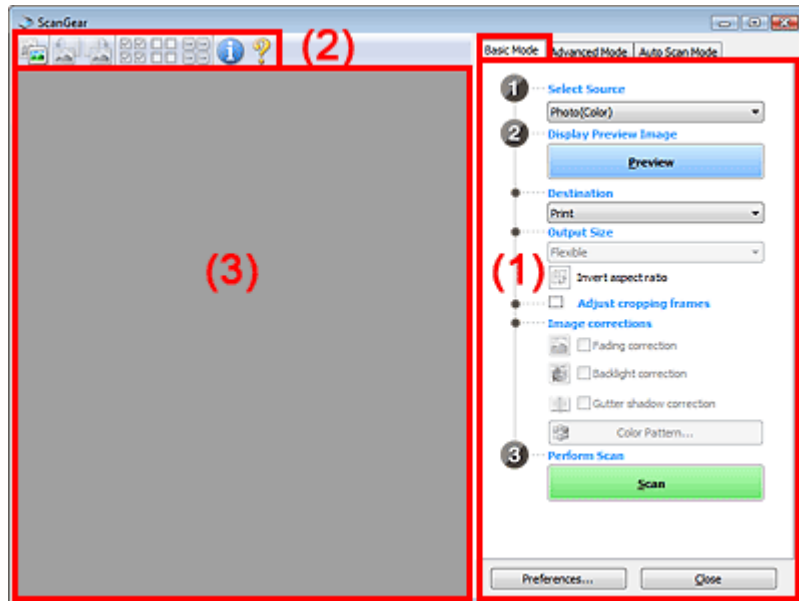
(1) Settings and Operation Buttons

(2) Toolbar

(3) Preview Area

Note

- The displayed items vary by document type and how the screen was opened.

Settings and Operation Buttons

- **Select Source**
  - **Photo(Color)**

    Scan color photos.

  - **Magazine(Color)**

    Scan color magazines.

  - **Newspaper(Grayscale)**

    Scan text and line drawings in black and white.

  - **Document(Grayscale)**

    Scan documents and photos in black and white.
    Select this mode to create high-resolution black and white images.

  - **Document(Color) ADF Simplex**

    Scan documents from the ADF (Auto Document Feeder) in color.

  - **Document(Grayscale) ADF Simplex**

Scan documents from the ADF (Auto Document Feeder) in black and white.

⚑ Important

- Some applications do not support continuous scanning from the ADF (Auto Document Feeder). For details, refer to the application's manual.

📖 Note

- When you select a document type, the Unsharp Mask function will be active.
- When you select an option other than the ADF types, colors are adjusted based on the document type.
- If you select Magazine(Color), the Descreen function will be active.

- **Display Preview Image**

    - **Preview**

        Performs a trial scan.
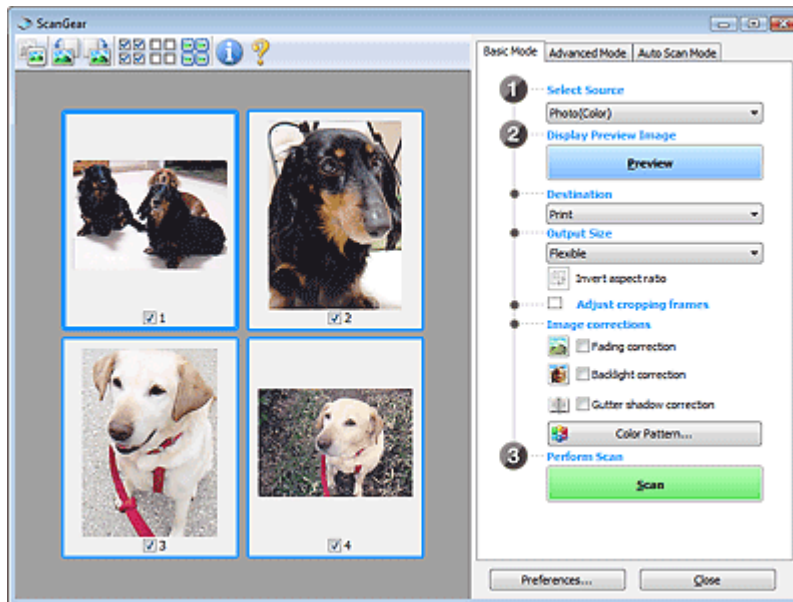
📖 Note

- When using the machine for the first time, scanner calibration starts automatically. Wait a while until the preview image appears.

- **Destination**

    Select what you want to do with the scanned image.

    - **Print**

        Select this to print the scanned image on a printer.

    - **Image display**

        Select this to view the scanned image on a monitor.

    - **OCR**

        Select this to use the scanned image with OCR software.
        OCR software is software that converts text scanned as an image into text data that can be edited in word processors and other programs.

- **Output Size**

    Select an output size.
    Output size options vary by the item selected in Destination.

    - **Flexible**

        Allows you to freely adjust the cropping frames.

    - **In thumbnail view**

        Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is

displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

In whole image view

When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.

- **Paper Size (L, A4, etc.)**

  Select an output paper size. The portion within the cropping frame will be scanned at the size of the selected paper size. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

- **Monitor Size (1024 x 768 pixels, etc.)**

  Select an output size in pixels.
  A cropping frame of the selected monitor size will be displayed and the portion within the cropping frame will be scanned. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

- **Add/Delete...**

  Opens the Add/Delete the Output Size dialog box, in which you can specify custom output sizes. You can select this option when Destination is Print or Image display.
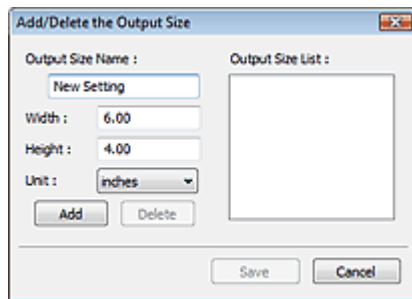
In the Add/Delete the Output Size dialog box, you can specify multiple output sizes and save them at one time. Saved items will be registered to the Output Size list and can be selected, along with the predefined items.

Add

To add a size, enter Output Size Name, Width and Height, then click Add. For Unit, you can select mm or inches when Destination is Print but you can only select pixels when Destination is Image display. The name of the added size appears in Output Size List. Click Save to save the items listed in Output Size List.

Delete

To delete an item, select it in Output Size List and click Delete. Click Save to save the items listed in Output Size List.

> **Important**
>
> - You cannot delete predefined output sizes such as A4 and 1024 x 768 pixels.

> **Note**
>
> - Save up to 10 items.
> - An error message appears when you enter a value outside the setting range. Enter a value within the setting range.

> **Note**
>
> - For details on whether or how the cropping frame is initially displayed on a preview image, see Cropping Frame on Previewed Images in " Preview Tab" (Preferences dialog box).

- **Invert aspect ratio**

  This button is available when Output Size is set to anything but Flexible.
  Click this button to rotate the cropping frame. Click again to return it to the original orientation.

- **Adjust cropping frames**

You can adjust the scan area within the Preview area.
If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the cropping frame will be scanned.
➡Adjusting Cropping Frames

- **Image corrections**

    - **Fading correction**

    Corrects and scans photos that have faded with time or have a colorcast.

    - **Backlight correction**

    Corrects photos that have been shot against light.

    - **Gutter shadow correction**

    Corrects shadows that appear between pages when scanning open booklets.

        🚩**Important**

        - For precautions on using this function, see " Gutter Shadow Correction ."

- **Color Pattern...**

    Allows you to adjust the image's overall color. You can correct colors that have faded due to colorcast, etc. and reproduce natural colors while previewing color changes.
    ➡Adjusting Colors Using a Color Pattern

- **Perform Scan**

    - **Scan**

    Scanning starts.

        📖**Note**

        - When scanning starts, the progress will be displayed. Click Cancel to cancel the scan.

- **Preferences...**

    The Preferences dialog box opens and you can make scan/preview settings.
    ➡Preferences Dialog Box

- **Close**

    Closes ScanGear (scanner driver).

Toolbar

- **Toolbar**

    You can adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

    In thumbnail view

    In whole image view

    - (Thumbnail)/ (Whole Image)

    Switches the view in the Preview area.
    ➡Preview Area

    - (Rotate Left)

    Rotates the preview image 90 degrees counter-clockwise.
    - The result will be reflected in the scanned image.
    - The image returns to its original state when you preview again.

- **(Rotate Right)**

  Rotates the preview image 90 degrees clockwise.
  - The result will be reflected in the scanned image.
  - The image returns to its original state when you preview again.

- **(Auto Crop)**

  Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.

- **(Check All Frames)**

  This button is available when two or more frames are displayed.
  Selects the checkbox of the image in thumbnail view.

- **(Uncheck All Frames)**

  This button is available when two or more frames are displayed.
  Deselects the checkbox of the image in thumbnail view.

- **(Select All Frames)**

  This button is available when two or more frames are displayed.
  Selects the image in thumbnail view and the image will be outlined in blue.

- **(Select All Cropping Frames)**

  This button is available when there are two or more cropping frames.
  All cropping frames will be displayed in thick broken lines. The settings will be applied to all the cropping frames.

- **(Remove Cropping Frame)**

  Removes the selected cropping frame.

- **(Information)**

  Displays the version of ScanGear and the current scan settings (document type, etc.).

- **(Open Guide)**

  This page appears.

Preview Area

- **Preview Area**

  This is where a trial image is displayed after you click Preview. You can also check the results of the settings (image corrections, color adjustments, etc.) made in " Settings and Operation Buttons ."

When (Thumbnail) is displayed on the Toolbar

Thumbnails of images cropped to the document size are displayed. Only the images with the checkbox selected will be scanned.

📖**Note**

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. You can select multiple images by clicking them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.

- Double-click a frame to zoom in on the image. Click ◀ ▶ (Frame Advance) at the bottom of the screen to display the previous or next frame. Double-click the frame again to return the display to its non-magnified state.

When 🖼 (Whole Image) is displayed on the Toolbar

Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.

📖**Note**

- You can specify the scan area (cropping frame) on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.
  ➡Adjusting Cropping Frames

Related Topic

▶ Scanning in Basic Mode

![Advanced Guide]

Advanced Guide > Scanning > Scanning with Other Application Software > ScanGear (Scanner Driver) Screens > Advanced Mode Tab

ScanGear

Advanced Mode Tab

This mode allows you to make advanced scan settings such as the color mode, output resolution, image brightness and color tone.

This section describes the settings and functions available in Advanced Mode.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.
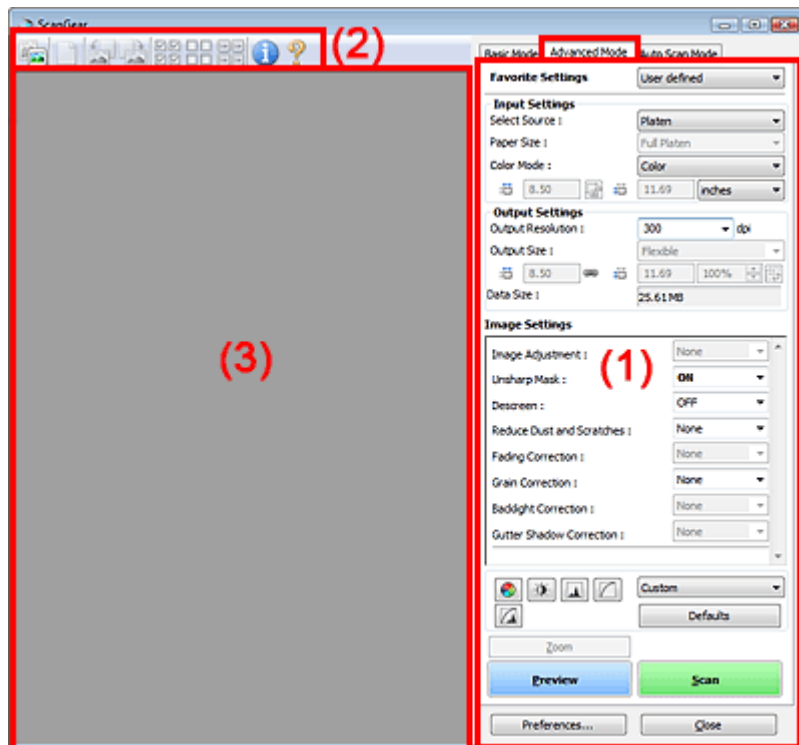
(1) Settings and Operation Buttons

(2) Toolbar

(3) Preview Area

📖 **Note**

- The displayed items vary by document type and how the screen was opened.

Settings and Operation Buttons

- **Favorite Settings**

  You can name and save a group of settings (Input Settings, Output Settings, Image Settings and Color Adjustment Buttons) on Advanced Mode tab, and load it as required. It is convenient to save a group of settings if you will be using it repeatedly. You can also use this to reload the default settings.
  Select Add/Delete... from the pull-down menu and the Add/Delete Favorite Settings dialog box opens.
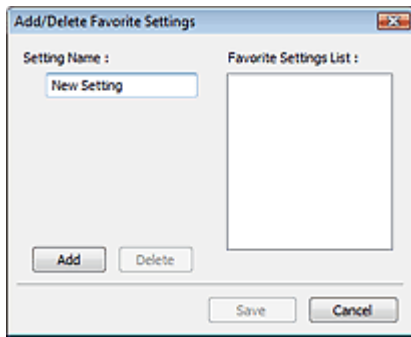
Enter Setting Name and click Add. The name appears in Favorite Settings List.
When you click Save, the item appears in the Favorite Settings list and can be selected, along with the predefined items.
To delete an item, select it in Favorite Settings List and click Delete. Click Save to save settings displayed in Favorite Settings List.

Note

- You can set Add/Delete... in Favorite Settings after preview.
- Save up to 10 items.

- **Input Settings**

  Specify the input settings such as the document type and size.
  ➡ Input Settings

- **Output Settings**

  Specify the output settings such as the output resolution and size.
  ➡ Output Settings

- **Image Settings**

  Enable/disable various image correction functions.
  ➡ Image Settings

- **Color Adjustment Buttons**

  These buttons can be used to make fine corrections to the image brightness and color tones. You can adjust the image's overall brightness or contrast, and adjust its highlight and shadow values (histogram) or balance (tone curve).
  ➡ Color Adjustment Buttons

- **Zoom**

  Zooms in on an image or the portion within the cropping frame. When the image is zoomed in, Zoom changes to Undo. Click Undo to return the display to its non-magnified state.

  In thumbnail view

  When multiple images are displayed in thumbnail view, clicking this button zooms in on the selected

  frame. Click [◀] [▶] (Frame Advance) at the bottom of the screen to display the previous or next frame.

Note

- You can also zoom in on an image by double-clicking the frame. Double-click the frame again to return the display to its non-magnified state.

  In whole image view

  Rescans the portion within the cropping frame at higher magnification.

Note

- Zoom rescans the image and displays high-resolution image in Preview.

- (Enlarge/Reduce) on the Toolbar zooms in on the preview image quickly. However, the resolution of the displayed image will be low.

- **Preview**

  Performs a trial scan.
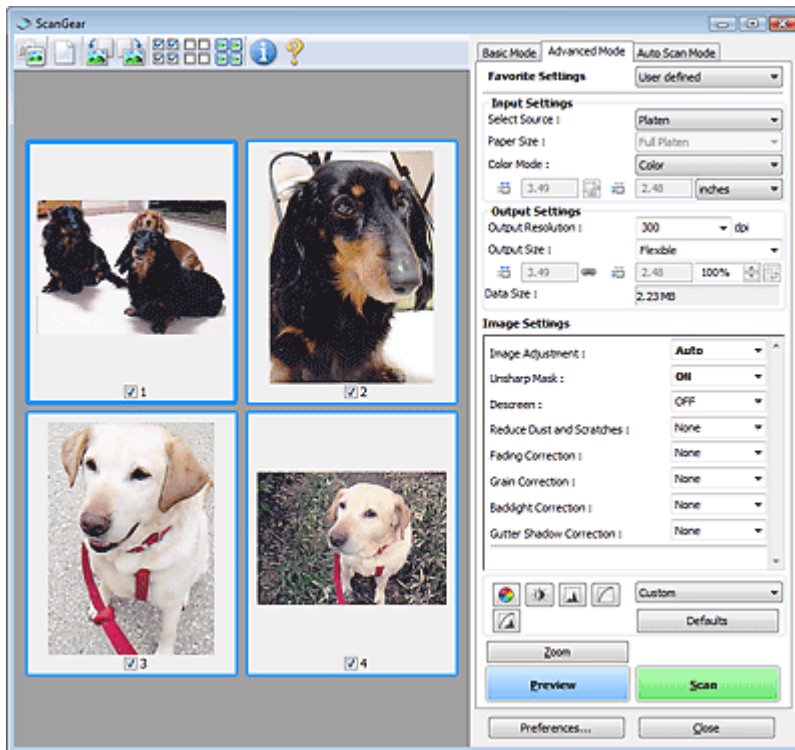
- **Scan**

  Scanning starts.

> **Note**
>
> - When scanning starts, the progress will be displayed. Click Cancel to cancel the scan.
> - When scanning is completed, a dialog box prompting you to select the next action may open. Follow the prompt to complete. For details, see Status of ScanGear dialog after scanning in " Scan Tab" (Preferences dialog box).
> - It will take time to process the images if the total size of the scanned images exceeds a certain size. In that case, a warning message appears. It is recommended that you reduce the total size. To continue, scan in whole image view.

- **Preferences...**

  The Preferences dialog box opens and you can make scan/preview settings.
  ➡ Preferences Dialog Box

- **Close**

  Closes ScanGear (scanner driver).

Toolbar

- **Toolbar**

  You can adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

  In thumbnail view

  In whole image view

- **(Thumbnail)/ (Whole Image)**

  Switches the view in the Preview area.
  ➡ Preview Area

- **(Clear)**

  Click this button to delete the preview image.
  It also resets the Toolbar and color adjustment settings.

- **(Crop)**

  Allows you to specify the scan area by dragging the mouse.

- **(Move Image)**

  If an enlarged image is too large to fit in the Preview area, you can click this button and drag the image across the screen until the part you want to see is displayed. You can also move the image using the scroll bars.

- **(Enlarge/Reduce)**

  Click this button then click on the image to enlarge it (zoom in). Right-click on the image to reduce it (zoom out).

- **(Rotate Left)**

  Rotates the preview image 90 degrees counter-clockwise.
  - The result will be reflected in the scanned image.
  - The image returns to its original state when you preview again.

- **(Rotate Right)**

  Rotates the preview image 90 degrees clockwise.
  - The result will be reflected in the scanned image.
  - The image returns to its original state when you preview again.

- **(Auto Crop)**

  Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.

- **(Check All Frames)**

  This button is available when two or more frames are displayed.
  Selects the checkbox of the image in thumbnail view.

- **(Uncheck All Frames)**

  This button is available when two or more frames are displayed.
  Deselects the checkbox of the image in thumbnail view.

- **(Select All Frames)**

  This button is available when two or more frames are displayed.
  Selects the image in thumbnail view and the image will be outlined in blue.

- **(Select All Cropping Frames)**

  This button is available when there are two or more cropping frames.
  All cropping frames will be displayed in thick broken lines. The settings will be applied to all the cropping frames.

- **(Remove Cropping Frame)**

  Removes the selected cropping frame.

- **(Information)**

  Displays the version of ScanGear and the current scan settings (document type, etc.).

- **(Open Guide)**

  This page appears.

Preview Area

- **Preview Area**

  This is where a trial image is displayed after you click Preview. You can also check the results of the settings (image corrections, color adjustments, etc.) made in " Settings and Operation Buttons ."

When (Thumbnail) is displayed on the Toolbar

Thumbnails of images cropped to the document size are displayed. Only the images with the checkbox selected will be scanned.

 **Note**

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. You can select multiple images by clicking them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.

When (Whole Image) is displayed on the Toolbar

Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.

Note

- You can specify the scan area (cropping frame) on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.
  ➡ Adjusting Cropping Frames

Related Topic

▶ Scanning in Advanced Mode

Advanced Guide

ScanGear

Input Settings
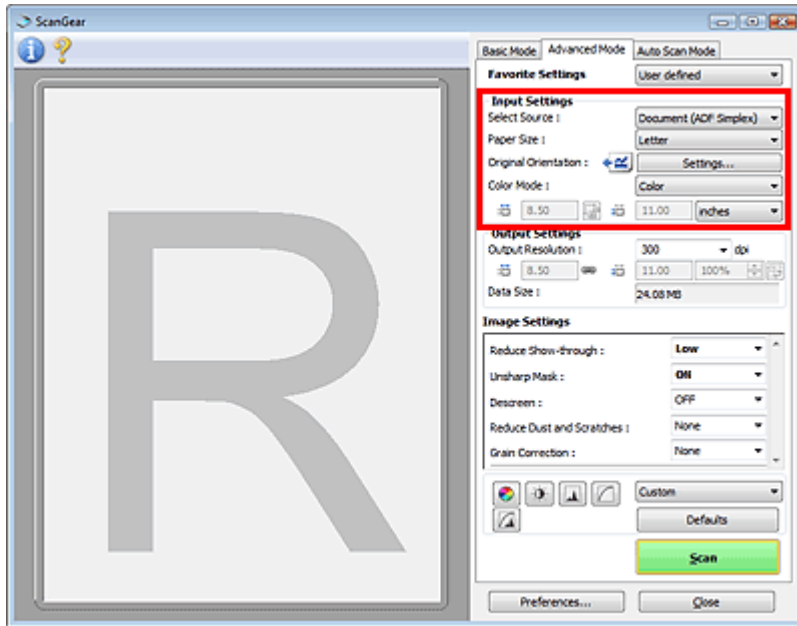
Input Settings allows you to set the following items:

- **Select Source**

  The type of document to be scanned is displayed. To scan from the Platen, select Platen. To scan from the ADF (Auto Document Feeder), select Document (ADF Simplex).

  ### Important

  - Even if you select to scan from the ADF (Auto Document Feeder), some applications do not support continuous scanning. For details, refer to the application's manual.

- **Paper Size**

  Select the size of the document to be scanned. This setting is available in whole film image view only. When you select a size, the Preview area size changes accordingly.

  ### Important

  - Some applications have a limit to the amount of scan data they can receive. ScanGear (scanner driver) can scan data that is of:
    - 21000 pixels x 30000 pixels or less
  - If you change Paper Size after previewing, the preview image will be deleted.

  ### Note

  - If you are not sure which size you should select for Paper Size, set Paper Size to Full Platen, then measure the size of the document and enter the values into ⬛ (Width) and ⬛ (Height).

- **Original Orientation**

  Set the orientation of the documents to scan from the ADF (Auto Document Feeder).
  Click Settings... to open the Orientation dialog box.
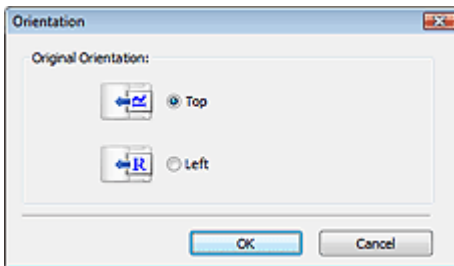
Important

- The Orientation dialog box can only be opened when Select Source is Document (ADF Simplex).

- **Color Mode**

  Select how to scan the document.

  - **Color**

    Select this mode to scan color documents or to create color images. This mode renders the image in 256 levels (8 bit) of R(ed), G(reen), and B(lue).

  - **Grayscale**

    Select this mode to scan black and white photos, or to create black and white images. This mode renders the image in 256 levels (8 bit) of black and white.

  - **Black and White**

    Select this mode to scan photos and documents in black and white. This mode renders the image in black and white. The contrast in the image is divided at certain levels (threshold level) into black and white and is rendered in two colors. The threshold level can be set with (Threshold).

- **Input Size**

  In thumbnail view, the cropped document size is displayed after preview.
  In whole image view, the Paper Size is displayed before preview, and the cropping frame (scan area) size is displayed after preview.

  You can adjust the cropping frame size by entering the values into (Width) and (Height).

  Click (Keep Aspect Ratio) and change it to (Locked) to maintain the aspect ratio when you specify the cropping frame size.

Important

- Input size settings are available only when Output Size in Output Settings is Flexible. If you select a size other than Flexible, a cropping frame calculated from Output Size and Output Resolution is displayed, and its aspect ratio is fixed.

Note

- The values you can enter will be within the range of the selected document size. The minimum size is 96 pixels x 96 pixels when Output Resolution is 600 dpi, scaled at 100%.
- When Auto Crop is performed in whole image view, the aspect ratio will not be maintained since the size will be prioritized.
- See "Adjusting Cropping Frames" for details on cropping frames.

Page top
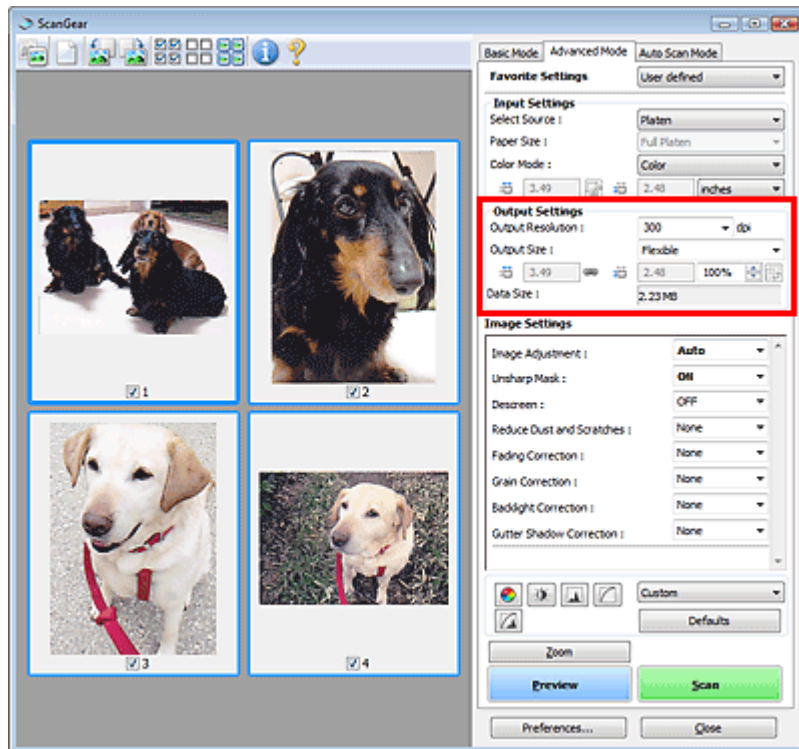
Output Settings

Output Settings allows you to set the following items:

- **Output Resolution**

  Select the resolution to scan at.
  The higher the resolution (value), the more detail in your image.
  Select a resolution from the options displayed by clicking the button, or enter a value in 1 dpi increments.
  ➡**Resolution**

  - **When Select Source is Platen**

    You can enter a value within the range of 25 dpi to 19200 dpi.

  - **When Select Source is Document (ADF Simplex)**

    You can enter a value within the range of 25 dpi to 600 dpi.

- **Output Size**

  Select an output size.
  Select Flexible to set custom sizes or select a size for printing or displaying. Select Add/Delete... to set custom size and save it as a new output size option.

  - **Flexible**

    You can specify the output resolution and scale, and adjust the cropping frame.

    In thumbnail view

    Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

    In whole image view

When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.

📖**Note**

- To enlarge/reduce the scanned image, enter values into ⊞ (Width) and ⊞ (Height) in Output Settings or specify a value (by 1%) for %. The maximum value available for % depends on the Output Resolution. % can be specified for up to 19200 dpi (the maximum available output resolution).

- **Paper Size (L, etc.) & Monitor Size (1024 x 768 pixels, etc.)**

  ⊞ (Width), ⊞ (Height) and scale cannot be specified. The preview image will be cropped according to the selected output size and resolution. The portion within the cropping frame will be scanned at the size of the selected paper/monitor size. You can drag the cropping frame to enlarge, reduce or move it while maintaining the aspect ratio.

- **Add/Delete...**

  Opens the Add/Delete the Output Size dialog box, in which you can specify custom output sizes.
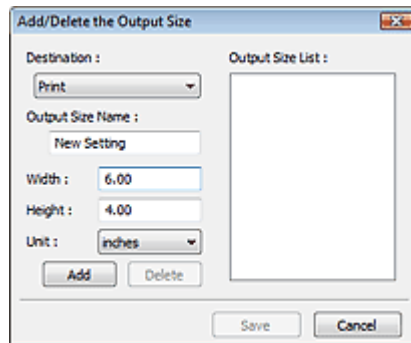
  In the Add/Delete the Output Size dialog box, you can specify multiple output sizes and save them at one time. Saved items will be registered to the Output Size list and can be selected, along with the predefined items.

  Add

  To add a size, select Print or Image display for Destination, then enter Output Size Name, Width, and Height then click Add. The name of the added size appears in Output Size List.
  Click Save to save the items listed in Output Size List.

  Delete

  To delete an item, select it in Output Size List and click Delete. Click Save to save the items listed in Output Size List.

  🚩**Important**

  - You cannot delete predefined output sizes such as A4 and 1024 x 768 pixels.

  📖**Note**

  - Save up to 10 items for each destination.
  - An error message appears when you enter a value outside the setting range. Enter a value within the range displayed in the message.
  - Unit varies by Destination. For Print, select mm or inches. For Image display, the unit is pixels.

📖**Note**

- See "Adjusting Cropping Frames" for details on cropping frames.
- For details on whether or how the cropping frame is initially displayed on a preview image, see Cropping Frame on Previewed Images in " Preview Tab" (Preferences dialog box).

- **⊞ (Switch Aspect Ratio)**

  This button is available when Output Size is set to anything but Flexible.
  Click this button to rotate the cropping frame. Click again to return it to the original orientation.

- **Data Size**

  An image file is created when the preview image is scanned. Its size when saved in BMP format is displayed.

  📖**Note**

  - When the file size exceeds a certain size, the value appears in red. In that case, a warning message appears when you click Scan. It is recommended that you adjust the settings to reduce Data Size. To continue, scan in whole image view.

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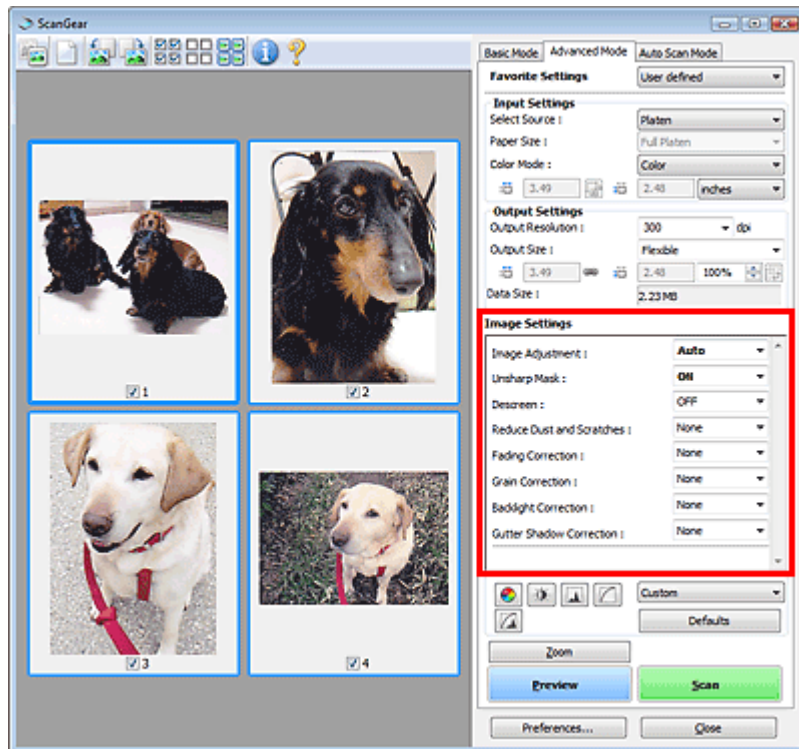
Image Settings

Important

- Do not apply these functions to images without moire, dust/scratches or faded colors. The color tone may be adversely affected.
- Image correction results may not be reflected in the preview image.

Note

- Selectable settings depend on color mode settings.
- Scanning may take longer when you use Image Settings.

Image Settings allows you to set the following items:

- **Image Adjustment**

  When Image Adjustment is set, the brightness of the specified portion of the image is optimized. Images can be adjusted according to the automatically detected document type or the specified document type. The result of the adjustment will be reflected in the entire image.

  - **None**

    Image Adjustment will not be applied.

  - **Auto**

    Applies Image Adjustment by automatically detecting the document type. It is recommended that you normally select this setting.

  - **Photo**

    Applies Image Adjustment suitable for photos.

  - **Magazine**

    Applies Image Adjustment suitable for magazines.

- **Newspaper**

  Applies Image Adjustment suitable for newspapers.

- **Document**

  Applies Image Adjustment suitable for text documents.

![Important] **Important**

- You can set Image Adjustment after preview.
- You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.

![Note] **Note**

- If the image is not adjusted properly with Auto, specify the document type.
- The color tone may change from the source image due to the Image Adjustment. In that case, set Image Adjustment to None.

- **Reduce Show-through**

  Use this function to reduce show-through in duplex documents or lighten the base color in recycled paper and other colored paper when scanning from the ADF (Auto Document Feeder).

  - **None**

    Show-through will not be reduced.

  - **Low**

    Select this to reduce show-through in duplex documents or lighten the base color. It is recommended that you normally select this setting.

  - **High**

    Select this when show-through is apparent. This can affect the tone of the image.

- **Unsharp Mask**

  When this is set to ON, the outline of the subjects is emphasized to sharpen the image.

- **Descreen**

  Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. Descreen is the function for reducing this moire effect.

![Note] **Note**

- Even if Descreen is set to ON, some moire effects may remain if Unsharp Mask is set to ON. In that case, set Unsharp Mask to OFF.
- Selecting Magazine(Color) in Select Source in Basic Mode tab has the same effect as setting Descreen to ON in Advanced Mode tab.

- **Reduce Dust and Scratches**

  Scanned photos may contain white dots caused by dust or scratches. Use this function to reduce such noise.

  - **None**

    Dust and scratches will not be reduced.

  - **Low**

    Select this to reduce small dust particles and scratches. Large ones may remain.

  - **Medium**

    It is recommended that you normally select this setting.

  - **High**

    Select this to reduce small/large dust particles and scratches. Evidence of the reduction process may remain and may also remove delicate parts of the image.

![Important] **Important**

■ This function may not be effective for some types of photos.

📖**Note**

■ It is recommended that you select None when scanning printed materials.

● **Fading Correction**

Use this function to correct photos that have faded with time or have a colorcast. Colorcast is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

● **None**

Fading correction will not be applied.

● **Low**

Select this to correct a small amount of fading and colorcast.

● **Medium**

It is recommended that you normally select this setting.

● **High**

Select this to correct a large amount of fading and colorcast. This can affect the tone of the image.

🚩**Important**

■ You can set Fading Correction after preview.
■ You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.
■ Fading Correction may not be effective if the scan area is too small.

● **Grain Correction**

Use this function to reduce graininess (roughness) in photos taken with high-speed or sensitized film.

● **None**

Graininess will not be reduced.

● **Low**

Select this when the photo is slightly grainy.

● **Medium**

It is recommended that you normally select this setting.

● **High**

Select this when the photo is very grainy. This can affect the gradation and sharpness of the image.

🚩**Important**

■ Grain Correction may not be effective if the scan area is too small.

● **Backlight Correction**

Use this function to correct photos that have been shot against light.
When you change the Backlight Correction setting, the result will be reflected in the preview image.

● **None**

Backlight correction will not be applied.

● **Low**

Select this to correct slightly backlit photos. This will not affect the image contrast.

● **Medium**

It is recommended that you normally select this setting.

● **High**

Select this to correct strongly backlit photos. This can affect the image contrast.

> 🚩**Important**
>
> - You can set Backlight Correction after preview.
> - You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.
> - Backlight Correction may not be effective if the scan area is too small.

> 📖**Note**
>
> - Noise patterns may appear when Backlight Correction is applied. Applying Grain Correction and setting Unsharp Mask to OFF may reduce the noise patterns.

- **Gutter Shadow Correction**

  Use this function to correct shadows that appear between pages when scanning open booklets.
  When you set the Gutter Shadow Correction setting in the preview image, the result will be reflected.
  Preview the effects before scanning, as results vary depending on the type of document and how it is pressed.
  Unclear or blurred text/lines caused by curved pages are not corrected.

  - **None**

    Gutter shadow will not be corrected.

  - **Low**

    Select this when the effect level is too strong with the medium setting.

  - **Medium**

    It is recommended that you normally select this setting.

  - **High**

    Select this when the effect level is too weak with the medium setting.

> 🚩**Important**
>
> - Do not place items that weigh 4.4 lbs (2.0 kg) or more on the Platen. Also, do not press on the document with a force exceeding 4.4 lbs (2.0 kg). If you press heavily, the scanner may not work correctly or you might break the glass.
> - Align the document with the edge of the Platen. If not, the shadow will not be corrected properly.

> - Shadows may not be corrected properly depending on the document. If the page background is not white, shadows may not be detected correctly or may not be detected at all.
> - While scanning, press down on the spine with the same amount of pressure you used to preview the scan. If the binding part is not even, the shadow will not be corrected properly.

> - How to place the document depends on your model and the document to be scanned.

Note

- Cover the document with black cloth if white spots, streaks, or colored patterns appear in scan results due to ambient light entering between the document and the Platen.
- If the shadow is not corrected properly, adjust the cropping frame on the preview image.
  → Adjusting Cropping Frames

Advanced Guide

Advanced Guide > Scanning > Scanning with Other Application Software > ScanGear (Scanner Driver) Screens > Color Adjustment Buttons

ScanGear

Color Adjustment Buttons
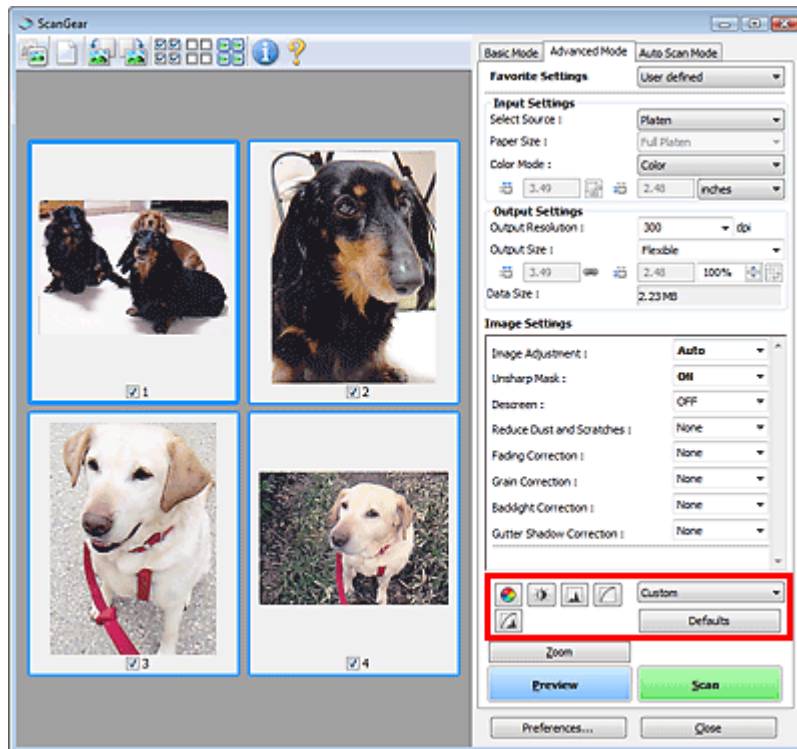
The Color Adjustment Buttons allow you to make fine corrections to the image brightness and color tones. You can adjust the image's overall brightness or contrast, and adjust its highlight and shadow values (histogram) or balance (tone curve).

Important

- The Color Adjustment Buttons are not available when you select Color Matching on the Color Settings tab of the Preferences dialog box.

Note

- Selectable settings depend on color mode settings.
- When you adjust the image via the Color Adjustment Buttons, the results will be reflected in the preview image.

Click a Color Adjustment Button to set the following items:

- (Saturation/Color Balance)

Adjust the saturation (vividness) and color tone of the image. Use this function to brighten colors that have faded with time or due to colorcast. Colorcast is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.
➡ Adjusting Saturation and Color Balance

- (Brightness/Contrast)

Adjust the brightness and contrast of the image. If the image is too dark or too bright, or if the image quality is flat due to lack of contrast, you can adjust the levels of brightness and contrast.
➡ Adjusting Brightness and Contrast

- **(Histogram)**

  A histogram allows you to see the data concentration at each brightness level of an image. You can specify the darkest level (shadow) and brightest level (highlight) within an image, cut the levels and expand the middle of the tonal range of the image.
  ➡ Adjusting Histogram

- **(Tone Curve Settings)**

  Adjust the brightness of an image by selecting the type of graph (tone curve) showing the balance of tone input and output. You can make fine adjustments to the brightness of a specific area.
  ➡ Adjusting Tone Curve

- **(Final Review)**

  Make a final check of color adjustments. The final synthesized tone curve and the histogram derived from the subsequent image processing will be displayed. There are no settings to make in this screen.
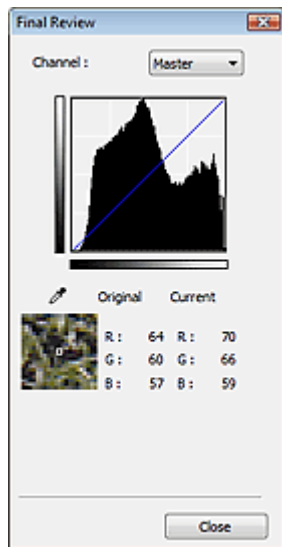
  - For a color image, select a color in Channel to check either Red, Green or Blue, or select Master to check three colors together.

  - If you place the cursor on the preview image, the portion will be enlarged and its RGB values (only L when Color Mode is Grayscale) before and after the adjustments will be displayed.

- **(Threshold)**

  Set the boundary (threshold) at which black and white are divided. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers.
  ➡ Setting Threshold

- **Custom**

  You can name and save a set of tone curve and threshold settings of the Color Adjustment Buttons. Select Add/Delete... from the pull-down menu. When Color Mode is set to anything but Black and White, the Add/Delete Tone Curve Settings dialog box opens. When Color Mode is Black and White, the Add/Delete Threshold Settings dialog box opens.
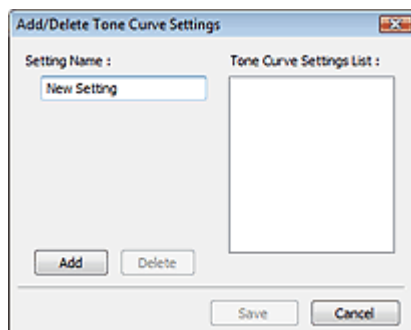
Enter Setting Name and click Add. The name appears in Tone Curve Settings List or Threshold
Settings List.
Click Save to save.
You can load and apply the saved tone curve/threshold settings to a preview image. To load the
settings, select the saved item from the pull-down menu.
To delete an item, select it in Tone Curve Settings List or Threshold Settings List and click Delete.
Click Save to save settings displayed in Tone Curve Settings List or Threshold Settings List.

Note

- Save up to 20 items.

- **Defaults**

  Reset all adjustments (saturation/color balance, brightness/contrast, histogram and tone curve).

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Advanced Guide

Advanced Guide > Scanning > Scanning with Other Application Software > ScanGear (Scanner Driver) Screens > Auto Scan Mode Tab

ScanGear

Auto Scan Mode Tab

This mode allows you to scan easily by simply placing documents on the Platen or ADF (Auto Document Feeder) and clicking a button.

In Auto Scan Mode, documents are automatically detected. You do not need to specify cropping frames or make image corrections.
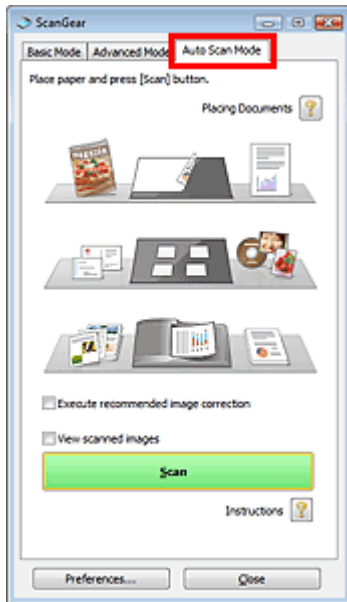
- **Supported Documents**

  Photos, postcards, business cards, magazines, newspapers, text documents and CD/DVD.

  ![Important] **Important**

  - The following types of documents cannot be scanned correctly. In that case, specify the document type or size on the Basic Mode tab or the Advanced Mode tab and scan.
    - A4 size photos
    - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
    - Documents printed on thin white paper
    - Long narrow documents such as panoramic photos
    ➡ Scanning in Basic Mode
    ➡ Scanning in Advanced Mode
  - Reflective CD/DVD labels may not be scanned properly.
  - Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
    See "Placing Documents" for details on how to place documents.
  - Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time.
  - Place documents of the same size when scanning two or more documents from the ADF (Auto Document Feeder).

  ![Note] **Note**

  - Scan from the "Basic Mode Tab" or "Advanced Mode Tab" to reduce moire.

- **Placing Documents** ![icon]

"Placing Documents" appears.

- **Execute recommended image correction**

  Select this checkbox to apply suitable corrections automatically based on the document type.

  Important

  - When this checkbox is selected in ScanGear (scanner driver) started from MP Navigator EX, the files can be saved in JPEG/Exif or PDF format only.
  - Scanning may take longer than usual when this checkbox is selected.
  - You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.
  - The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.

- **View scanned images**

  Select this checkbox to display the thumbnails of scanned images in a different window.
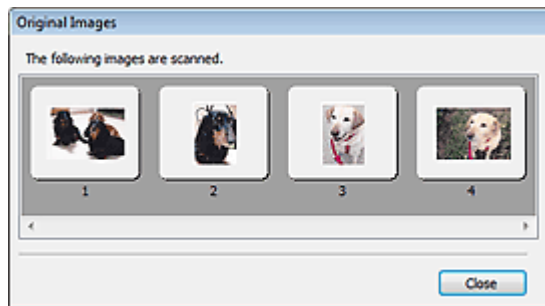
- **Scan**

  Scanning starts.

  Note

  - When scanning starts, the progress will be displayed. Click Cancel to cancel the scan.
  - When scanning is completed, a dialog box prompting you to select the next action may open. Follow the prompt to complete. For details, see Status of ScanGear dialog after scanning in " Scan Tab" (Preferences dialog box).

- **Instructions**

  This page appears.

- **Preferences...**

  The Preferences dialog box opens and you can make scan/preview settings.
  ➡Preferences Dialog Box

- **Close**

  Closes ScanGear.

Related Topic

➤Scanning in Auto Scan Mode

Advanced Guide > Scanning > Scanning with Other Application Software > ScanGear (Scanner Driver) Screens > Preferences Dialog Box

Preferences Dialog Box

Click Preferences... in the ScanGear (scanner driver) screen to open Preferences dialog box.

In the Preferences dialog box, you can make advanced settings to ScanGear functions via the Scanner, Preview, Scan and Color Settings tabs.
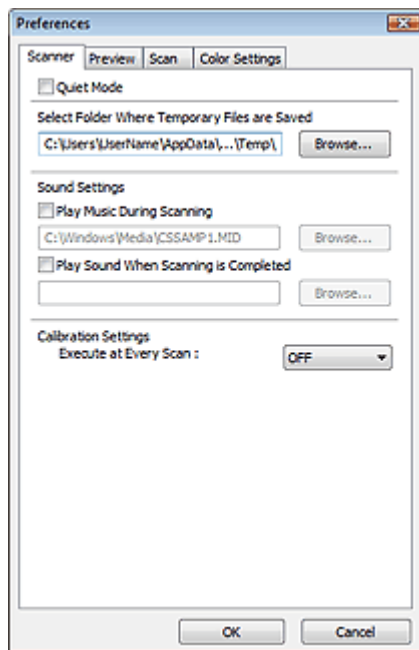
Scanner Tab

Allows you to specify a folder to save images temporarily and a music file to play during or at the end of a scan.

➡ Scanner Tab

Preview Tab

Allows you to select what to do with Preview when ScanGear is started and how to display cropping frames after previewing images. You can also select the cropping size for thumbnails of scanned documents.

➡ Preview Tab

Scan Tab

Allows you to select what to do with ScanGear after scanning images.

➡ Scan Tab

Color Settings Tab

Allows you to select how to adjust color, and specify the monitor gamma value.

➡ Color Settings Tab

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Advanced Guide

ScanGear

Scanner Tab

On the Scanner tab, you can specify the following settings.
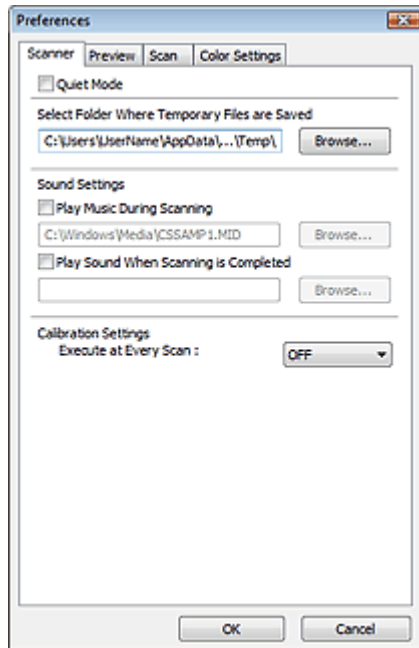
- **Quiet Mode**

  Select this checkbox to reduce scanner sound by slowing down the scanner head when previewing or scanning documents.

  > **Note**
  >
  > - Scanning takes longer than usual when you enable this function.

- **Select Folder Where Temporary Files are Saved**

  Displays the folder in which to save images temporarily. To change the folder, click Browse... to specify another one.

- **Sound Settings**

  You can set the machine to play music during/at the end of a scan.
  Select the Play Music During Scanning or Play Sound When Scanning is Completed checkbox, then click Browse... and specify a sound file.
  You can specify the following files.
  - MIDI file (*.mid, *.rmi, *.midi)
  - Audio file (*.wav, *.aif, *.aiff)
  - MP3 file (*.mp3)

- **Calibration Settings**

  When you set Execute at Every Scan to ON, the scanner will be calibrated every time before previewing and scanning, to reproduce correct color tones in scanned images.

  > **Note**
  >
  > - Even when Execute at Every Scan is set to OFF, the scanner may be calibrated automatically in some cases (such as immediately after you turn the machine on).
  > - Calibration may take time depending on your computer.

Advanced Guide > Scanning > Scanning with Other Application Software > ScanGear (Scanner Driver) Screens > Preview Tab

ScanGear

Preview Tab

On the Preview tab, you can specify the following settings.
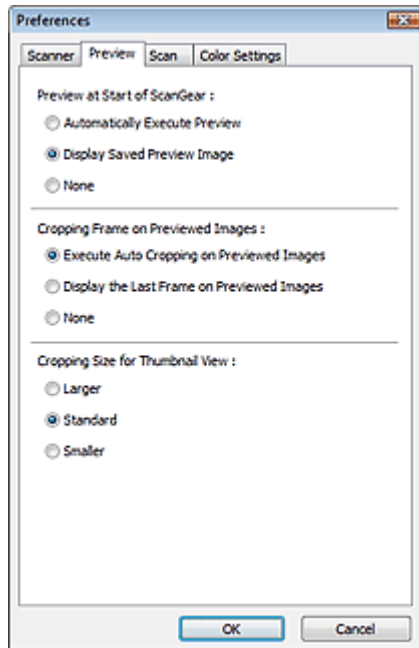
- **Preview at Start of ScanGear**

  Select what to do with Preview when ScanGear (scanner driver) is started.

  - **Automatically Execute Preview**

    ScanGear will automatically start previewing at startup.

  - **Display Saved Preview Image**

    The previously previewed image will be displayed.
    The Color Adjustment Button settings, the Toolbar settings, and the Advanced Mode tab settings are also saved.

  - **None**

    No preview image will be displayed at startup.

  > **Note**
  >
  > - Select None if you do not want to save the preview image.

- **Cropping Frame on Previewed Images**

  Select how to display cropping frames after previewing images.

  - **Execute Auto Cropping on Previewed Images**

    The cropping frame will automatically be displayed in the document size after previewing.

  - **Display the Last Frame on Previewed Images**

    A cropping frame of the same size as the last used cropping frame will be displayed after previewing.

  - **None**

    No cropping frame will be displayed after previewing.

- **Cropping Size for Thumbnail View**

  Select the cropping size for thumbnails of scanned documents.

  - **Larger**

    Displays 105% (in width and height) of the area displayed for the standard size.

  - **Standard**

    The standard size.

  - **Smaller**

    Displays 95% (in width and height) of the area displayed for the standard size.

  ## Note

  - When you change the Cropping Size for Thumbnail View setting, the preview images will be refreshed and cropped to the new size. As the preview images are refreshed, the color adjustments and other settings applied to them are reset.

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![Advanced Guide]

ScanGear

Scan Tab

On the Scan tab, you can specify the following settings.
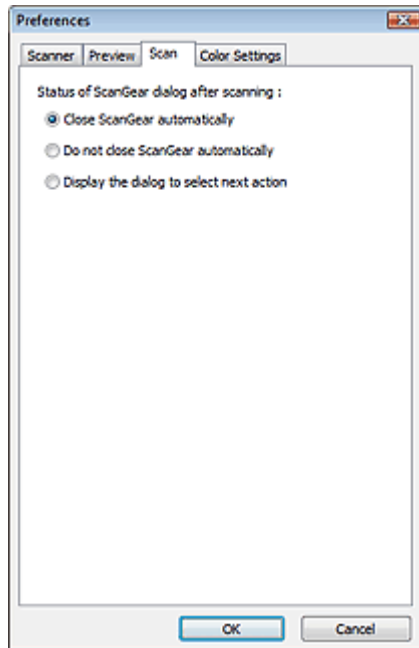
- **Status of ScanGear dialog after scanning**

  Select what to do with ScanGear (scanner driver) after scanning images.

  - **Close ScanGear automatically**

    Select this to return to the original application when scanning is completed.

  - **Do not close ScanGear automatically**

    Select this to return to the ScanGear screen for another scan when scanning is completed.

  - **Display the dialog to select next action**

    Select this to open a screen and select what to do when scanning is completed.
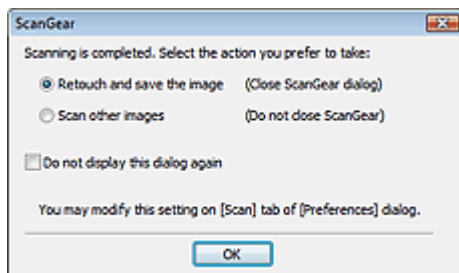
📖 **Note**

- Even if Do not close ScanGear automatically or Display the dialog to select next action is set, some applications may not support it.

Advanced Guide > Scanning > Scanning with Other Application Software > ScanGear (Scanner Driver) Screens > Color Settings Tab

ScanGear

Color Settings Tab

On the Color Settings tab, you can specify the following settings.

- **Color Adjustment**

  Select either of the following.
  You can select one when Color Mode is Color or Grayscale.

  - **Recommended**

    Select this to vividly reproduce the tone of a document on the screen. It is recommended that you normally select this setting.

  - **Color Matching**

    Select this to automatically match the scanner, monitor and color printer colors, thus reducing time and trouble to manually match the monitor and printer colors.
    Color Adjustment Buttons will be disabled.
    This function is available when Color Mode is Color.
    - Source(Scanner): Select scanner profile.
    - Target: Select target profile.
    - Monitor: Select this to display preview image with optimum correction for monitor.
    - Defaults: Returns to the default Color Matching settings.

  - **None**

    Select this to disable color correction provided by ScanGear (scanner driver).

Note

- Color Matching is available when ScanGear, monitor, color management-compliant application (such as Adobe Photoshop) and printer are set up correctly.
  Refer to the corresponding manual for the monitor, printer and application settings.

- **Monitor Gamma**

  By setting the gamma value of a monitor, you can adjust the input data to the brightness characteristics of the monitor. Adjust the value if your monitor's gamma value does not match the default value set in ScanGear, and the colors of the original image are not accurately reflected in the

monitor.
Click Defaults to return to the default Monitor Gamma value (2.20).

Note

- Refer to the manual of your monitor to check its gamma value. If it is not written in the manual, contact the manufacturer.

Advanced Guide

Appendix: Useful Information on Scanning

- **Adjusting the cropping frame (scan area)**

  ➡ Adjusting Cropping Frames

- **Selecting the best resolution**

  ➡ Resolution

- **Learning about file formats**

  ➡ File Formats

- **Learning about Color Matching**

  ➡ Color Matching

- **Matching the colors between the document and monitor**

  See Monitor Gamma in the following section.
  ➡ Color Settings Tab

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Advanced Guide

Advanced Guide > Scanning > Scanning with Other Application Software > Appendix: Useful Information on Scanning > Adjusting Cropping Frames

Adjusting Cropping Frames

You can specify the scan area by creating a cropping frame on the image displayed in the Preview area of the ScanGear (scanner driver) screen. When you click Scan, only the portion within the cropping frame will be scanned and passed to the application.

Cropping Frame Types

(1) Active Cropping Frame (rotating thick broken lines)

The settings in Basic Mode or Advanced Mode will be applied.

(2) Selected Cropping Frame (stationary thick broken lines)

The settings will be applied to the Active Cropping Frame and Selected Cropping Frames simultaneously. You can select multiple cropping frames by clicking them while pressing the Ctrl key.

(3) Unselected Cropping Frame (stationary thin broken lines)

The settings will not be applied.

Note

- Active Cropping Frame and Selected Cropping Frames are displayed in whole image view.

Initial Cropping Frame

In thumbnail view

Cropping frame is not displayed initially. Drag the mouse over a frame to create a cropping frame.

In whole image view

A cropping frame (Active Cropping Frame) is displayed automatically around the preview image according to the document size. You can also create a cropping frame by dragging the mouse in the Preview area.

Note

- Cropping frames are set according to the document size (Auto Crop) by default. For details, see Cropping Frame on Previewed Images in " Preview Tab" (Preferences dialog box).

Adjusting a Cropping Frame

The cursor will change into (Arrow) when it is positioned over a cropping frame. If you click and drag the mouse in the direction of the arrow, the cropping frame will expand or contract accordingly.

The cursor will change into ⊕ (Crosshair arrow) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.

📖 **Note**

- In Advanced Mode, you can specify the cropping frame size by entering the values into ▣ (Width) and ▣ (Height) in Input Settings.
  ➡ Input Settings
- You can rotate a cropping frame 90 degrees by clicking ▣ (Switch Aspect Ratio). However, ▣ (Switch Aspect Ratio) is not available when Output Size is Flexible.

Creating Multiple Cropping Frames

In thumbnail view

You can only create one cropping frame per image.
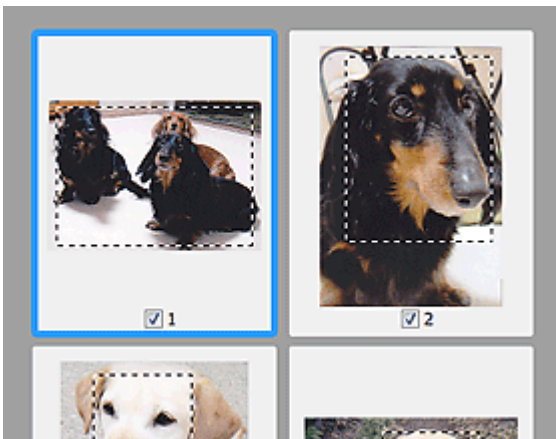
In whole image view

Click and drag the mouse in a space outside the existing cropping frame to create a new cropping frame in the Preview area. The new cropping frame will be the Active Cropping Frame, and the old cropping frame will be the Unselected Cropping Frame.
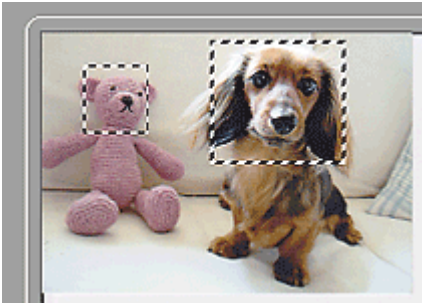
You can create multiple cropping frames and apply different scan settings to each cropping frame.

You can also select multiple cropping frames by clicking them while pressing the Ctrl key.

If you select multiple cropping frames and change the settings on a tab at the right of ScanGear, the settings will be applied to all the selected cropping frames.

When you create a new cropping frame, it retains the settings of the latest cropping frame.

Note

- Create up to 12 cropping frames.
- Scanning takes longer than usual when multiple cropping frames are selected.

Deleting Cropping Frames

In thumbnail view

To delete a cropping frame, click an area outside the cropping frame on an image.

In whole image view

To delete a cropping frame, select it and click (Remove Cropping Frame) on the Toolbar. Alternatively, press the Delete key.

When there are multiple cropping frames, all the selected cropping frames (Active Cropping Frame and Selected Cropping Frames) are deleted simultaneously.

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Advanced Guide > Scanning > Scanning with Other Application Software > Appendix: Useful Information on Scanning > Resolution

Resolution

What is Resolution?

The data in the image you have scanned is a collection of dots carrying information about brightness and color. The density of these dots is called "resolution", and resolution will determine the amount of detail your image contains. The unit of resolution is dots per inch (dpi). Dpi is the number of dots per inch (2.54 cm).

The higher the resolution (value), the more detail in your image; the lower the resolution (value), the less detail.
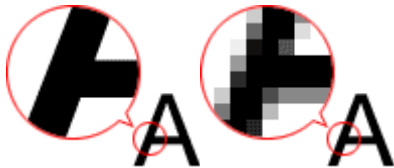
Setting the Resolution in MP Navigator EX

In MP Navigator EX, you can specify the resolution with Scanning Resolution in the Scan Settings dialog box.

Images for Display on a Monitor

When scanning paper/photographs, set the resolution to 150 dpi, which is close to ordinary monitor resolution.

Images for Printing

Images to be printed should be scanned at a resolution that corresponds to the resolution of the printer.

For example, if you want to print using a 600 dpi black and white printer, you should set the resolution to 600 dpi.

With a color printer, specifying the resolution at half the resolution of the printer should be fine. For example, if you want to print scanned paper/photos using a 600 dpi color printer, you should set the resolution to 300 dpi. However, with a high-resolution printer, printing takes longer than usual if you set the resolution to half the resolution of the printer.

Example of Appropriate Resolution when Printing to Scale

If you print a document at twice the size both vertically and horizontally, the resolution of the document will be reduced by half. If the resolution of the original document is 300 dpi, the resolution of the enlarged document will be 150 dpi. If you print the document with a 600 dpi color printer, the lack of detail in the image may be obvious. In that case, if you scan at the Scanning Resolution of 600 dpi, the resolution will be 300 dpi even if you double the size of document and you can print the document with sufficient quality. Conversely, if you print a document at half scale, it should be sufficient to scan at half the resolution.

When Printing Color Photos at Twice the Size

Document resolution: 300 dpi Scanning resolution: 600 dpi Scale: 200%	Print at twice the size Scanning resolution/actual scanning resolution: 600 dpi	Printing resolution: 300 dpi

Setting the Resolution in ScanGear (Scanner Driver)

In ScanGear, you can specify the resolution with Output Resolution in Output Settings on the Advanced Mode tab.

Example of Appropriate Resolution when Printing to Scale

The scanning resolution is automatically set so that the value set in Output Resolution will be the resolution of the scanned image. If you set Output Resolution to 300 dpi and scan at twice the size, the document will be automatically scanned at 600 dpi, and the resolution of the scanned image will be 300 dpi. You can print the document with sufficient quality using a 600 dpi color printer.

When Printing L Size (8.9 cm x 12.7 cm) Photos at Twice the Size

Document resolution: 300 dpi Output resolution: 300 dpi Scale: 200%	Scan at twice the size Actual scanning resolution: 600 dpi	Image resolution/printing resolution: 300 dpi

Appropriate Resolution Settings

Set the resolution according to the use of the scanned image.

Note

- Although you can change Output Resolution in ScanGear, it is recommended that you scan at the default value.

For displaying on a monitor: 150 dpi

For printing: 300 dpi

When Output Size is set to Flexible in ScanGear's Advanced Mode tab (Select Source is Platen and the scale is 100%)

Document	Use	Color Mode	Output Resolution
Color photo	Copying (Printing)	Color	300 dpi
	Creating a postcard	Color	300 dpi
	Saving to a computer	Color	75 dpi - 300 dpi
	Using on a website or attaching to e-mail	Color	75 dpi - 150 dpi
Black and white photo	Saving to a computer	Grayscale	75 dpi - 300 dpi
	Using on a website or attaching to e-mail	Grayscale	75 dpi - 150 dpi
Text document	Copying	Color, Grayscale or Black and White	300 dpi
	Attaching to e-mail	Color, Grayscale or Black and White	150 dpi
	Scanning text using OCR	Color or Grayscale	300 dpi - 400 dpi

Important

- If you double the resolution, the file size quadruples. If the file is too large, the processing speed will

slow down significantly, and you will experience inconvenience such as lack of memory. Set the minimum required resolution according to the use of the image.

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File Formats

You can select a file format when saving scanned images. You should specify the most suitable format according to how you want to use the image on which application.

Available file formats vary by application and computer (Windows or Macintosh).

See below for the characteristics of each image file format.

BMP (Standard File Extension: .bmp)

A standard file format for Windows.

BMP is often selected for images that are used only on Windows.

JPEG (Standard File Extension: .jpg)

A file format often used on websites and for digital camera images.

JPEG features high compression rates. JPEG images slightly degrade every time they are saved, and cannot be returned to their original state.

JPEG is not available for black and white images.

Exif (Standard File Extension: .jpg)

A file format supported by many digital cameras.

It adds information such as the date of image capture, camera model, shutter speed, shooting mode and comments to JPEG files.

The file format version must be Exif 2.2 or later in order to print on a Direct Print compatible printer.

TIFF (Standard File Extension: .tif)

A file format featuring a relatively high compatibility between various computers and applications. (Some TIFF files are incompatible.) TIFF is suitable for editing saved images.

📖 Note

- MP Navigator EX supports the following TIFF file formats.
  - Uncompressed, black and white binary
  - Uncompressed, RGB (8 bits per channel)
  - Uncompressed, YCC (8 bits per component)
  - Uncompressed, RGB (16 bits per channel)
  - Uncompressed, YCC (16 bits per component)
  - Uncompressed, Grayscale

PDF (Standard File Extension: .pdf)

A file format developed by Adobe Systems. It can be used on various computers and operating systems. Therefore, PDF files can be exchanged between people who use different operating systems, fonts, etc. regardless of the differences.

🚩 Important

- Only PDF files created with MP Navigator EX are supported. PDF files created or edited in other applications are not supported.

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Color Matching

Color Matching adjusts devices as shown below to match the colors of an image displayed on a monitor or a printed image with the colors of the original document.

Example: When sRGB is selected as the output profile (target)
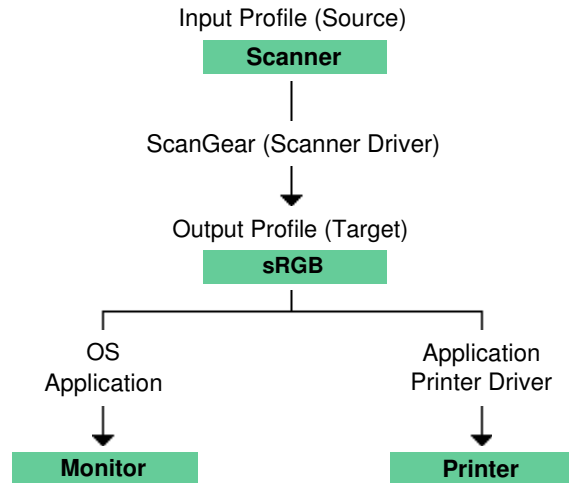
ScanGear converts the image's color space from the scanner's color space to sRGB.

When displaying on a monitor, the image's color space is converted from sRGB to the monitor's color space based on the operating system's monitor settings and the application's working space settings.

When printing, the image's color space is converted from sRGB to the printer's color space based on the application's print settings and the printer driver's settings.

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![Advanced Guide]

Canon IJ Network Scan Utility Screens

➡ Canon IJ Network Scan Utility Menu and Setting Screen

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Canon IJ Network Scan Utility Menu and Setting Screen

Set up Canon IJ Network Scan Utility to scan images into a computer over a network using the Operation Panel of the machine.

After installation, Canon IJ Network Scan Utility appears in the notification area of the taskbar.

Note

- If (Enabled) is not displayed in the notification area of the taskbar, from the Start menu, select (All) Programs > Canon IJ Network Utilities > Canon IJ Network Scan Utility > Canon IJ Network Scan Utility to start it.

Menu
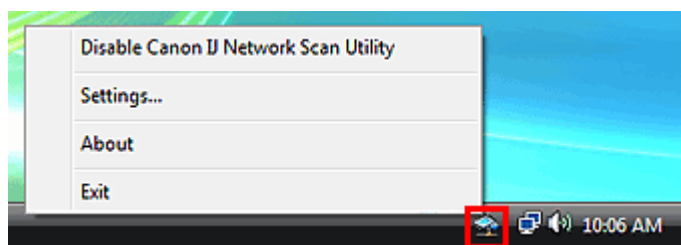
- **Disable Canon IJ Network Scan Utility or Enable Canon IJ Network Scan Utility**

  Enables or disables Canon IJ Network Scan Utility.
  When you select Disable Canon IJ Network Scan Utility, you will not be able to scan over a network using the Operation Panel.

  Enabled: , Disabled:

- **Settings...**

  The Canon IJ Network Scan Utility dialog box opens. You can select the product you want to use.

- **About**

  Displays the version information.

- **Exit**

  Exits Canon IJ Network Scan Utility. (Enabled) disappears from the notification area of the taskbar.

Canon IJ Network Scan Utility Dialog Box

The machine must be selected with Canon IJ Network Scan Utility before scanning over a network.

In the notification area of the taskbar, right-click the icon and select Settings... to open the Canon IJ Network Scan Utility dialog box.

Normally, the machine is already selected. In that case, you do not need to select it again.
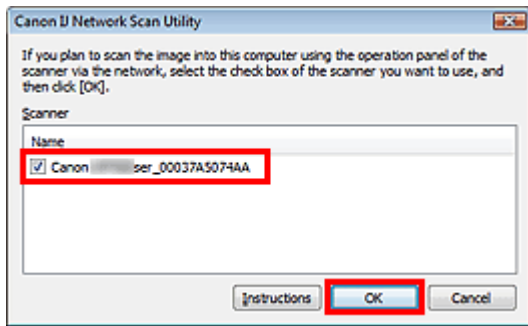
Select the product you want to use.

Scanners that are registered to the system are displayed. Select the checkbox of the product you want to use.

You can select up to three scanners.

Click Instructions to open this page.

![Note icon] **Note**

- If the scanner you want to use is not displayed, check the following conditions and click OK to close the dialog box, then reopen it and select the scanner.
  - The MP Drivers is installed
  - Network setup is completed after installing the MP Drivers
  - Network communication between the product and computer is enabled
  If the scanner is still not displayed, see " Troubleshooting ."
- You do not need to use this software when scanning via USB or from a computer. See " Uninstalling the Canon IJ Network Tool/Canon IJ Network Scan Utility " to delete it. You can scan via USB or from a computer even if it is not deleted.

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Advanced Guide > Scanning > Other Scanning Methods

Other Scanning Methods

➡ Scanning with WIA Driver

➡ Scanning Using the Control Panel (Windows XP Only)

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Advanced Guide

Scanning with WIA Driver

You can scan an image from a WIA-compliant application and use the image in that application.

Windows Image Acquisition (WIA) is a driver model implemented in Windows XP or later. It allows you to scan documents without using an application. Scan documents from a TWAIN-compliant application to specify advanced settings for scanning.

The procedure varies depending on the application. The following procedures are examples only.

For details, refer to the application's manual.

▶ **Important**

- In Windows 2000, you cannot scan using the WIA driver.
- In Windows XP, you cannot scan using the WIA driver via a network connection.
- Some applications do not support continuous scanning from the ADF (Auto Document Feeder). For details, refer to the application's manual.
- Complete the following settings to enable scanning over a network.
  1. From the Start menu, select Network. (In Windows 7, from the Start menu, select Computer > Network.)
  2. Right-click (model name) _MAC address in the displayed screen, then select Install.

Scanning with WIA Driver 2.0

The following is an example of scanning using Windows Fax and Scan or Windows Photo Gallery.

In Windows 7, scan using Windows Fax and Scan.

1. Place the documents on the Platen or ADF (Auto Document Feeder).

➡ Placing Documents

2. In Windows Fax and Scan, click Scan... from New on the File menu.

In Windows Photo Gallery, click Import from Camera or Scanner... on the File menu, then double-click WIA Canon (model name).

For network connection, double-click (model name) _MAC address from the list.

The scan setting screen appears.

3. Specify the settings.
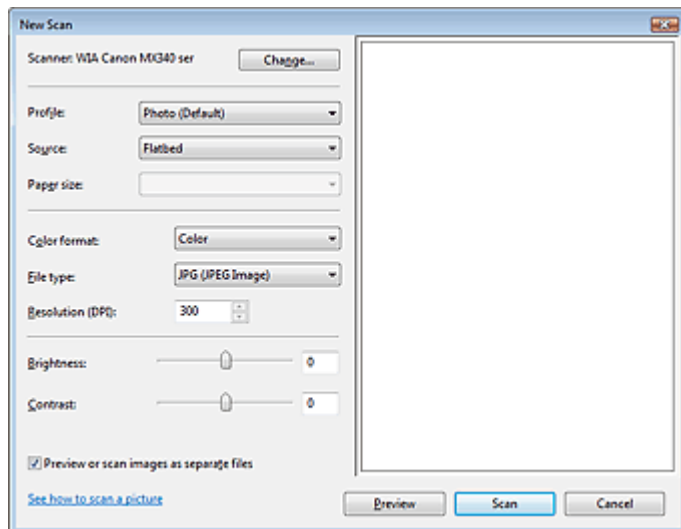
- **Scanner**

The currently set product name is displayed. To change the scanner, click Change... and select the product you want to use.

- **Profile**

    Select Photo (Default) or Documents according to the document to be scanned. To save a new Profile, select Add profile.... You can specify the details in the Add New Profile dialog box.

- **Source**

    Select a scanner type. To scan from the Platen, select Flatbed. To scan from the ADF (Auto Document Feeder), select Feeder (Scan one side).

- **Paper size**

    Select the paper size. Paper size can be specified only when Source is Feeder (Scan one side).

- **Color format**

    Select how to scan the document.

- **File type**

    Select a file format from JPEG, BMP, PNG and TIFF.

- **Resolution (DPI)**

    Enter the resolution. Specify a value between 50 dpi and 600 dpi. 300 dpi is set by default.
    ➡ **Resolution**

- **Brightness**

    Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-100 to 100).

- **Contrast**

    Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-100 to 100).

- **Preview or scan images as separate files**

    Select this checkbox to preview or scan multiple images as separate files.

- **See how to scan a picture**

    Click to open Windows Help and Support.

📖 **Note**

- With network connection, you cannot specify Brightness and Contrast.
- In Windows 7, See how to scan a picture is not displayed.

4. Click Preview to preview the image.

    The preview image appears on the right.

🚩 **Important**

- With network connection, scan without preview when scanning documents from the ADF (Auto Document Feeder). If you preview, place the document again and scan.
    If there is document left in the ADF (Auto Document Feeder) after previewing, press the OK button on the Operation Panel of the machine and remove the document.

5. Click Scan.

    When scanning is completed, the scanned image appears in the application.

Scanning with WIA Driver 1.0

The following is an example of scanning using Paint.

1. Place the documents on the Platen or ADF (Auto Document Feeder).

    ➡ Placing Documents

2. Click From Scanner or Camera... on the File menu. (In Windows 7, click From

scanner or camera from [icon].) (Select the command to scan a document in the application.)

3. Select an image type according to the document to be scanned.

To scan from the Platen, select Flatbed for Paper source. To scan from the ADF (Auto Document Feeder), select Document Feeder.
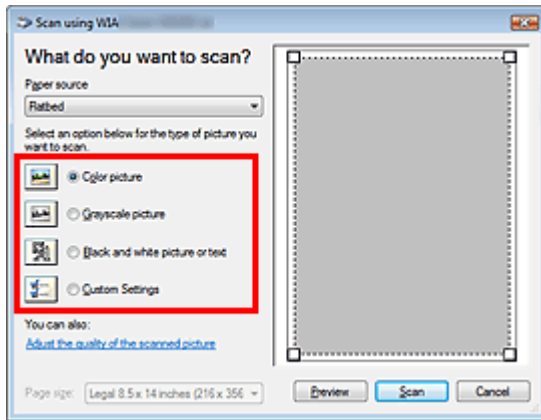
📖 **Note**

- To scan with the values previously set in Adjust the quality of the scanned picture, select Custom Settings.
- Selecting Document Feeder for Paper source enables you to select Page size.

4. Click Adjust the quality of the scanned picture and set the preferences as required.
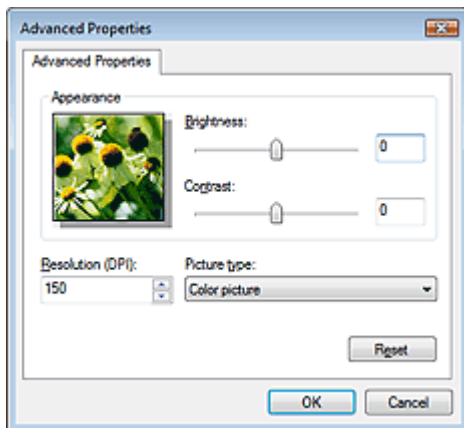
- **Brightness**

  Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

- **Contrast**

  Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

- **Resolution (DPI)**

  Enter the resolution. Specify a value between 50 dpi and 600 dpi.
  ➡ Resolution

- **Picture type**

  Select the type of scan you want for your document.

- **Reset**

  Click to restore the original settings.

📖 **Note**

- With network connection, you cannot specify Brightness and Contrast.

5. Click Preview to preview the image.

The preview image appears on the right. Drag ☐ to specify the scan area.

⚑ **Important**

- With network connection, scan without preview when scanning documents from the ADF (Auto Document Feeder). If you preview, place the document again and scan.
  If there is document left in the ADF (Auto Document Feeder) after previewing, press the OK button on the Operation Panel of the machine and remove the document.

6. Click Scan.

When scanning is completed, the scanned image appears in the application.

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Scanning Using the Control Panel (Windows XP Only)

You can scan images via the Control Panel of Windows XP using the WIA driver.

Important

- With network connection, you cannot scan using the WIA driver.

1. From the Start menu, select Control Panel.

2. Click Printers and Other Hardware > Scanners and Cameras, then double-click WIA Canon (model name).

   The Scanner and Camera Wizard dialog box opens.

3. Click Next.

4. Select Picture type according to the document to be scanned.

   To scan from the Platen, select Flatbed for Paper source. To scan from the ADF (Auto Document Feeder), select Document Feeder.
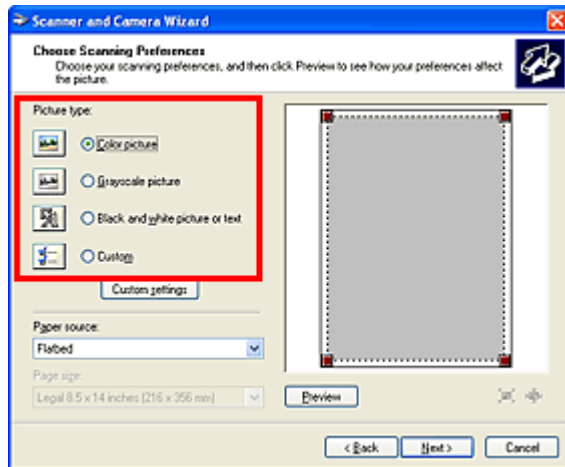
   Note

   - To scan with the values previously set in Custom Settings, select Custom.
   - Selecting Document Feeder for Paper source enables you to select Page size.

5. Click Custom Settings to set the preferences as required.
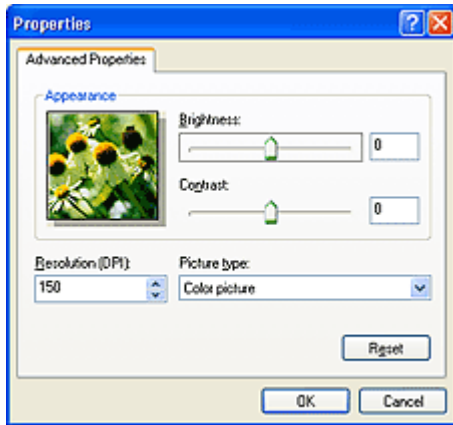
- **Brightness**

  Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

- **Contrast**

  Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

- **Resolution (DPI)**

  Enter the resolution. Specify a value between 50 dpi and 600 dpi.
  ➡ Resolution

- **Picture type**

  Select the type of scan you want for your document.

- **Reset**

  Click to restore the original settings.

6. Click Preview to preview the image.

The preview image appears on the right. Drag ■ to specify the scan area.

7. Click Next and follow the instructions.

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Advanced Guide

Faxing

➡Sending/Receiving Faxes Using the Operation Panel of the Machine

➡Sending Faxes from a Computer

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Sending/Receiving Faxes Using the Operation Panel of the Machine

➡ Sending Faxes

➡ Sending a Fax after Speaking on Telephone

➡ Registering Recipients for Speed Dialing

➡ Sending a Fax Using the Speed Dialing Feature

➡ Searching a Registered Dial Code Number by Name (Directory Dialing)

➡ Sending the Same Document to Several Recipients (Sequential Broadcasting)

➡ Resending Faxes (Redialing a Busy Number)

➡ Using the Hook Button

➡ Using the Useful Transmission Functions

➡ Using the Information Services

➡ Transmission/Reception of Faxes Using ECM

➡ Preventing Mistransmission of Faxes

➡ Receiving Faxes

➡ Changing the Print Settings

➡ Setting the Number of Rings for Fax Calls

➡ Using the Useful Reception Functions

➡ Memory Reception

➡ Remote Reception

➡ Rejecting Fax Reception

➡ Using the Caller ID Service to Reject Calls

➡ Document Stored in Memory

➡ Summary of Reports and Lists

➡ Using Speed Dial Utility

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Advanced Guide > Faxing > Sending/Receiving Faxes Using the Operation Panel of the Machine > Sending Faxes

Sending Faxes

For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

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Sending a Fax after Speaking on Telephone

If you want to speak to the recipient before sending a fax, or if the recipient does not have a fax machine that can receive faxes automatically, send a fax manually after speaking to the recipient on the telephone.

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone. See below for the procedure.
- With manual transmission, you cannot use the Platen Glass to load documents.
- To speak to the recipient before sending a fax, you need to connect a telephone to the machine. Refer to your setup manual for instructions on how to connect the telephone to the machine.

1. Load documents in the ADF, then lift the handset of the telephone connected to the machine.

2. Use the telephone to dial the recipient's fax/telephone number.

3. Speak to the recipient.

   If you hear a high-pitched signal instead of the recipient's voice, go to step 5.

4. Ask the recipient to set the recipient's fax machine to receive faxes.

5. When you hear a high-pitched signal, press the **Color** button for color transmission, or the **Black** button for black & white transmission.

   ## Important

   - Color transmission is available only when the recipient's fax machine supports color faxing.

6. Hang up the handset.

   ## Note

   - To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
   - If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Close the feeder cover [OK] -> Eject the document is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.

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Registering Recipients for Speed Dialing

Speed dialing allows you to dial fax/telephone numbers by simply pressing a few buttons.

The following speed dialing methods are available:

- ## Coded Speed Dialing

  Register a fax/telephone number for coded speed dialing. To dial the number, press the **Coded Dial** button, then enter the two-digit code assigned to that number, or use the ◀▶ button to select it. You can register up to 20 (00 to 19) destinations.

  ➡ Registering Coded Speed Dial Numbers

- ## Group Dialing

  Register two or more registered coded speed dial numbers for group dialing. You can send the same document to all members in that group.
  ➡ Registering Group Dial Numbers

📖 Note

- To change information registered for coded speed dialing or group dialing, see   Changing Registered Information.
- To delete information registered for coded speed dialing or group dialing, see   Deleting Registered Information.
- To print a list of the fax/telephone numbers registered, see   Printing a List of the Registered Destinations.
- You can register, change, or delete information registered for coded speed dialing or group dialing, see Using Speed Dial Utility.

Registering Coded Speed Dial Numbers

Before you can use the coded speed dialing feature, you need to register the recipients' numbers.

Note

- You can register fax/telephone numbers using Speed Dial Utility. For details, see   Registering Recipients for Speed Dialing Using Speed Dial Utility .

1. Press the **FAX** button, then press the **Menu** button.

2. Use the ◄► button to select TEL no. registration, then press the **OK** button.

```
Fax settings
◄   TEL no. registration   ►
```
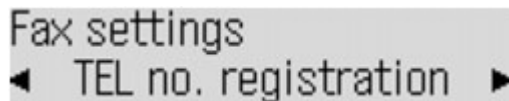
3. Use the ◄► button to select Coded speed dial, then press the **OK** button.
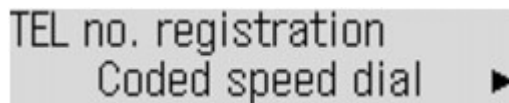
```
TEL no. registration
        Coded speed dial   ►
```

4. Use the ◄► button to select an unoccupied speed dial code (00 to 19), or after pressing the **Coded Dial** button, use the Numeric buttons to enter it, then press the **OK** button.

```
Register coded dial
*00
```
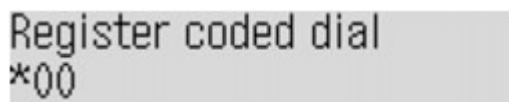
5. Use the ◄► button to select Telephone number, then press the **OK** button.

6. Use the Numeric buttons to enter the fax/telephone number (max. 60 digits (40 digits for the US, Canada, and Korea), including spaces) you want to register, then press the **OK** button.
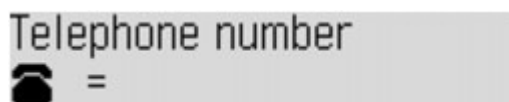
```
Telephone number
☎ =
```

Note

- For details on how to enter or delete characters or numbers, refer to Specifying the Basic Settings for Faxing.
- Press the **Redial/Pause** button to enter a pause.
- When Telephone line type is set to Rotary pulse, you can enter a tone ("T") by pressing the **Tone** button.

7. Press the **OK** button when Name is displayed on the LCD, then use the Numeric buttons to enter a name for the coded speed dial code (max. 16 characters, including spaces).

8. Press the **OK** button to finalize registration.

Note

- To register another recipient's name and number to a coded speed dial code, repeat steps 4 to 8.
- For a list of the recipients you have registered, print the coded speed dial code list. For details, see Printing a List of the Registered Destinations .

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Advanced Guide

Registering Group Dial Numbers

To send the same document to several recipients successively, select the numbers you registered to the coded speed dial codes and register them to a group dial.

Note

- You can register a group dial using Speed Dial Utility. For details, see Registering Recipients for Speed Dialing Using Speed Dial Utility.

1. Press the **FAX** button, then press the **Menu** button.

2. Use the ◀▶ button to select TEL no. registration, then press the **OK** button.

3. Use the ◀▶ button to select Group dial, then press the **OK** button.
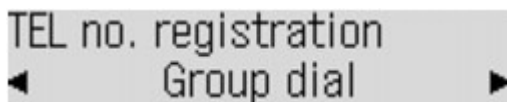
```
TEL no. registration
◀        Group dial        ▶
```

4. Use the ◀▶ button to select an unoccupied speed dial code (00 to 19), or after pressing the **Coded Dial** button, use the Numeric buttons to enter it, then press the **OK** button.

   Note

   - You can register a group under an unoccupied coded speed dial code.

5. Press the **Coded Dial** button, then use the ◀▶ button to select a coded speed dial code to register to the group dial, then press the **OK** button.

   If Enter first letter is displayed on the LCD, press one of the Numeric buttons, use the ◀▶ button to select a coded speed dial code to register to the group dial, then press the **OK** button.
   ➡Searching a Registered Dial Code Number by Name (Directory Dialing)

   Note

   - To continue registering coded speed dial codes to the group, repeat the procedure above.
   - You can only enter numbers that have already been registered to coded speed dial codes (i.e. you cannot enter the fax/telephone numbers with the Numeric buttons).
   - To review the codes you have registered, use the ◀▶ button.
   - To delete the code you have registered, use the ◀▶ button to select the coded speed dial code, then press the **Tone** button.

6. Press the **OK** button after registering the codes to the group, then use the Numeric buttons to enter a name for the group (max. 16 characters, including spaces).

   Note

   - For details on how to enter or delete characters or numbers, refer to Specifying the Basic Settings for Faxing.
   - Groups will appear on the Group dial code list by the names you have entered in this step.

7. Press the **OK** button to finalize registration.

   Note

- To register another group, repeat steps 4 to 7.
- For a list of the entries you have made, print the Group dial code list. For details, see Printing a List of the Registered Destinations .

Advanced Guide

Changing Registered Information

To change information registered for speed dialing, follow the procedure below.

Note

- You can change registered information using Speed Dial Utility. For details, see Changing Recipients for Speed Dialing Using Speed Dial Utility .

1. Press the **FAX** button, then press the **Menu** button.

   The Fax settings screen is displayed.

2. Use the ◄► button to select TEL no. registration, then press the **OK** button.

3. Use the ◄► button to select Coded speed dial or Group dial to change, then press the **OK** button.

4. Select a speed dial code to change.

   - To change a coded speed dial code:

     1. Use the ◄► button to select a coded speed dial code to change, or after pressing the **Coded Dial** button, use the Numeric buttons to enter it, then press the **OK** button.
     2. Press the **OK** button when Telephone number is displayed on the LCD, then hold down the ◄ button to delete the registered fax/telephone number.
     3. Use the Numeric buttons to enter the new number (max. 60 digits (40 digits for the US, Canada, and Korea), including spaces), then press the **OK** button.
     4. Press the **OK** button when Name is displayed on the LCD, then use the Numeric buttons to enter the new name (max. 16 characters, including spaces) .
     5. Press the **OK** button to finish the procedure.

   - To change a coded speed dial code registered to a group dial code:

     1. Use the ◄► button to select a coded speed dial code that you have registered to a group dial to change, or after pressing the **Coded Dial** button, use the Numeric buttons to enter it, then press the **OK** button.
     2. Use the ◄► button to select Edit, then press the **OK** button.
     3. Press the **Coded Dial** button.

        Note

        - If Enter first letter is displayed on the LCD, press one of the Numeric buttons.

     4. Use the ◄► button to select the coded speed dial code you want to add to a group, then press the **OK** button.

        Note

        - Repeat the procedure above to add other fax/telephone numbers registered to coded speed dial codes to the same group.
        - To delete a coded speed dial code registered to a group dial code, use the ◄► button to select the coded speed dial code to delete, then press the **Tone** button after step 2.

     5. Press the **OK** button after changing the coded speed dial codes in the group.
     6. Change the group name when Group name is displayed on the LCD, then press the **OK** button.

Advanced Guide

Deleting Registered Information

To delete information registered for speed dialing, follow the procedure below.

Note

- You can delete registered information using Speed Dial Utility. For details, see Changing Recipients for Speed Dialing Using Speed Dial Utility .

1. Press the **FAX** button, then press the **Menu** button.

The Fax settings screen is displayed.

2. Use the ◄► button to select TEL no. registration, then press the **OK** button.

3. Use the ◄► button to select Coded speed dial or Group dial to delete, then press the **OK** button.

4. Select a speed dial code to delete.

- To delete a coded speed dial code:
    1. Use the ◄► button to select a coded speed dial code to delete, or after pressing the **Coded Dial** button, use the Numeric buttons to enter it, then press the **OK** button.
    2. Press the **OK** button when Telephone number is displayed on the LCD, then hold down the ◄ button to delete the registered fax/telephone number.
    3. Press the **OK** button, then press the **Stop** button.

        The name will automatically be deleted when you delete the number.
- To delete a coded speed dial code registered to a group dial code:
    1. Use the ◄► button to select a coded speed dial code that you have registered to a group dial code to delete, or after pressing the **Coded Dial** button, use the Numeric buttons to enter it, then press the **OK** button.
    2. Use the ◄► button to select Delete, then press the **OK** button.
    3. Use the ◄► button to select Yes, then press the **OK** button.

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Advanced Guide

Printing a List of the Registered Destinations

You can print a list of the recipients registered for speed dialing and can keep it near the machine to refer to when dialing.

1. **Load paper.**

   Refer to Loading Paper / Originals .

2. **Press the FAX button, then press the Menu button.**

   The Fax settings screen is displayed.

3. **Use the ◀▶ button to select Print reports/lists, then press the OK button.**

4. **Use the ◀▶ button to select TEL number list, then press the OK button.**

5. **Use the ◀▶ button to select Coded speed dial or Group dial, then press the OK button.**

   - If you selected Coded speed dial:
     Use the ◀▶ button to select whether to print the list in alphabetical order of the registered names, or in numerical order of the coded speed dial codes, then press the OK button.
     Yes: Prints the list with the destination names in alphabetical order.
     No: Prints the list with the registered entries in numerical order.
   - If you selected Group dial:
     Press the OK button to print the list.

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Advanced Guide

Sending a Fax Using the Speed Dialing Feature

Registering fax or telephone numbers for speed dialing enables you to send faxes easily.

Note

- For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone. For details, see Sending a Fax after Speaking on Telephone.

1. Dial the recipient's number.

   - To send a fax using coded speed dialing:
     After pressing the **Coded Dial** button, use the Numeric buttons or the ◀▶ button to enter the two-digit code assigned to the number you want to dial, then press the **OK** button.
   - To send a fax using group dialing:
     After pressing the **Coded Dial** button, use the Numeric buttons or the ◀▶ button to enter the two-digit code assigned to the group you want to dial, then press the **OK** button.

   ## Note

   - If you used directory dialing to send a fax on the previous occasion, the directory dialing screen is displayed when you press the **Coded Dial** button. For details, see Searching a Registered Dial Code Number by Name (Directory Dialing).

2. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

   ## Important

   - Color transmission is available only when the recipient's fax machine supports color faxing.

Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Close the feeder cover [OK] -> Eject the document is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.
- In case the machine was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default. For details, see Automatic Redialing.
  To cancel automatic redialing, wait until the machine starts redialing, then press the **Stop** button.

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Advanced Guide > Faxing > Sending/Receiving Faxes Using the Operation Panel of the Machine > Searching a Registered Dial Code Number by Name (Directory Dialing)

Searching a Registered Dial Code Number by Name (Directory Dialing)

You can search the fax/telephone numbers registered to the coded speed dial codes in alphabetical order.

Note

- For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone. For details, see Sending a Fax after Speaking on Telephone.

1. Press the **Coded Dial** button.

    The coded speed dial code screen is displayed.

2. Press the **#** button to display the directory dialing screen.

    Enter first letter   :A

    The directory dialing screen alternates with the coded speed dial code screen each time you press the **#** button.

3. Use the Numeric buttons to enter the first letter of the recipient's name you want to search.

    ### Note

    - For details on how to enter or delete characters or numbers, refer to Specifying the Basic Settings for Faxing.

    The recipients' names are sorted in alphabetical order.

    ### Note

    - You can enter the following characters using the Numeric buttons.
      A, D, G, J, M, P, T, W
    - If the entered character does not match the first character of any of the recipients' name registered to the coded speed dial codes, names beginning with the character closest to that entered are displayed.

4. Use the ◀▶ button to select the recipient's name, then press the **OK** button.

5. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

    ### Important

    - Color transmission is available only when the recipient's fax machine supports color faxing.

Advanced Guide

Sending the Same Document to Several Recipients (Sequential Broadcasting)

This machine allows you to prepare for sending the same document to a maximum of 21 recipients in one operation. You can dial the recipients' numbers using either of the following dialing methods.

- **Coded speed dialing:**

  Up to 20 destinations

- **Regular dialing (using the Numeric buttons) or redialing:**

  One destination

  You can enter the destinations in any order, but be sure to press the **OK** button after your entry with the Numeric buttons.

  ### 📖 Note

  - If you frequently send documents to the same group of recipients, you can group these numbers for group dialing. This will allow you to send documents to all the recipients in the group by simply pressing one or a few buttons. For details, see Registering Group Dial Numbers.
  - For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

  ### 🚩 Important

  - It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone. For details, see Sending a Fax after Speaking on Telephone.

1. Enter the recipients' numbers one by one.

   - When using coded speed dialing:
     After pressing the **Coded Dial** button, use the Numeric buttons or the ◀▶ button to enter the two-digit code assigned to the number you want to dial, then press the **OK** button.

     ### 📖 Note

     - If the directory dialing screen is displayed, see Searching a Registered Dial Code Number by Name (Directory Dialing).

   - When using regular dialing:
     Use the Numeric buttons to enter the recipient's number, then press the **OK** button.
     If Fax number re-entry is set to ON, see Sending Faxes after Dialing Twice (Fax Number Re-entry).
   - When using redialing:
     Press the **Redial/Pause** button, use the ◀▶ button to select the number you want to dial, then press the **OK** button.
     ➡ Manual Redialing

   ### 📖 Note

   - To review the numbers you have entered, use the ◀▶ button.
   - Pressing the **Back** button allows you to delete the recipient's number you entered last.

2. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

> **Important**
>
> - Color transmission is available only when the recipient's fax machine supports color faxing.

Note

- To cancel sequential broadcasting, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Close the feeder cover [OK] -> Eject the document is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.
- When you press the **Stop** button, fax transmission to all the recipients will be canceled. You cannot cancel a fax transmission to only one recipient.

Advanced Guide

Resending Faxes (Redialing a Busy Number)

There are two methods of redialing: Automatic redialing and Manual redialing.

➡Automatic Redialing

➡Manual Redialing

> **Important**
>
> - It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone. For details, see Sending a Fax after Speaking on Telephone.

Automatic Redialing

If you send a document and the recipient's line is busy, the machine will redial the number after a specified interval. Automatic redialing is enabled by default.

You can customize the following automatic redialing settings:

- **Whether or not your machine redials automatically**

- **The number of times the machine redials (1 to 10 times)**

- **The time interval between redials (1 to 30 minutes)**

For details on the automatic redialing settings, see Auto redial.

> **Note**
>
> - The range of values you can set for the automatic redialing settings varies depending on the country or region of purchase.
> - To cancel automatic redialing, wait until the machine starts redialing, then press the **Stop** button.
> - To cancel automatic redialing, delete the unsent document from the machine's memory while the machine is on-standby for a redial operation. For details, see Deleting a Document in Memory.

Manual Redialing

Follow the procedure below for manual redialing.

1. **Press the Redial/Pause button.**

2. **Use the ◀▶ button to select the recipient's number to redial, then press the OK button.**

3. **Press the Color button for color transmission, or the Black button for black & white transmission.**

   > **Important**
   >
   > - Color transmission is available only when the recipient's fax machine supports color faxing.

> **Note**
>
> - For manual redialing, the machine memorizes up to 10 recent recipients dialed using the Numeric buttons. Note that the machine does not memorize any recipients dialed using the

Coded Dial or **Redial/Pause** button.

- To cancel manual redialing, press the **Stop** button.

Advanced Guide

Using the Hook Button

Follow the procedure below to send faxes using the **Hook** button.

Note

- You can use the **Hook** button only when Hook key setting is set to Enable. For details, see Hook key setting.

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone. For details, see Sending a Fax after Speaking on Telephone.
- With manual transmission, you cannot use the Platen Glass to load documents.

1. Load documents in the ADF, then press the **Hook** button.

2. Use the Numeric buttons to dial the recipient's fax/telephone number.

   ### Note

   - You can also dial using coded speed dialing or manual redialing. For details, see Sending a Fax Using the Speed Dialing Feature or Resending Faxes (Redialing a Busy Number).

3. When you hear a high-pitched signal, press the **Color** button for color transmission, or the **Black** button for black & white transmission.

   ### Important

   - Color transmission is available only when the recipient's fax machine supports color faxing.

   ### Note

   - To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
   - If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Close the feeder cover [OK] -> Eject the document is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.

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Using the Useful Transmission Functions

➡ Using the Information Services

➡ Transmission/Reception of Faxes Using ECM

➡ Preventing Mistransmission of Faxes

For sending faxes from your computer, refer to Sending Faxes from a Computer .

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Advanced Guide

Using the Information Services

You can use various information services such as provided by banks, and make airline reservations or hotel reservations. Since these services require tone dialing to use their services, you need to temporarily switch to tone dialing if your machine is connected to a rotary pulse line.

➡ Using the Touch Tone Line

➡ Using the Rotary Pulse Line

Important

- You may need to contract with the service providers for some information services. For details, contact the service providers.

Using the Touch Tone Line

- **Dialing by Using the Hook Button**

  ### Note

  - You can use the **Hook** button only when Hook key setting is set to Enable. For details, see Hook key setting.

  1. **Press the FAX button.**

  2. **Press the Hook button.**

  3. **Use the Numeric buttons to dial the number of the information service.**

  4. **When the recorded message for the information service answers, use the Numeric buttons to press the numbers in accordance with the message.**

  5. **Press the Hook button to finish using the service.**

- **Dialing by Using the Telephone Connected to the Machine**

  1. **Press the FAX button.**

  2. **Lift the handset of the telephone.**

  3. **Use the telephone to dial the number of the information service.**

  4. **When the recorded message for the information service answers, use the telephone to press the numbers in accordance with the message.**

  5. **Hang up the handset to finish using the service.**

Using the Rotary Pulse Line

- **Dialing by Using the Hook Button**

  ### Note

> ■ You can use the **Hook** button only when Hook key setting is set to Enable. For details, see Hook key setting.

1. **Press the FAX button.**

2. **Press the Hook button.**

3. **Use the Numeric buttons to dial the number of the information service.**

4. **When the recorded message for the information service answers, press the Tone button to switch to tone dialing.**

5. **Use the Numeric buttons to press the numbers in accordance with the message.**

6. **Press the Hook button to finish using the service.**

- **Dialing by Using the Telephone Connected to the Machine**

  1. **Press the FAX button.**

  2. **Lift the handset of the telephone.**

  3. **Use the telephone to dial the number of the information service.**

  4. **When the recorded message for the information service answers, use the telephone to switch to tone dialing.**

     When you dial the number of the information service using the telephone connected to the machine, you cannot use the machine to switch to tone dialing. For instructions on how to switch to tone dialing, refer to your telephone's instruction manual.

  5. **Use the telephone to press the numbers in accordance with the message.**

  6. **Hang up the handset to finish using the service.**

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Advanced Guide

Transmission/Reception of Faxes Using ECM

This machine is set to send/receive faxes in Error Correction Mode (ECM). If the recipient's fax machine is compatible with ECM, ECM automatically corrects errors and resends the fax.

📖 Note

- If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received without automatic error correction.
- To receive color faxes, make sure that ECM RX is set to ON. For details, see   ECM RX.
- You can disable ECM transmission/reception. For details, see   ECM TX or ECM RX.
- Transmission may take longer when ECM is enabled.

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Advanced Guide

Preventing Mistransmission of Faxes

This machine has two functions for preventing the mistransmission of faxes.

- ## Sending faxes after dialing the fax/telephone number twice
    ➡Sending Faxes after Dialing Twice (Fax Number Re-entry)

- ## Sending faxes after the machine checks the recipient's fax machine information
    ➡Sending Faxes after Checking Information (Checking the Recipient's Information)

Sending Faxes after Dialing Twice (Fax Number Re-entry)

This function requires you to re-enter the fax/telephone number after entering the number using the Numeric buttons, so that the machine prevents you from misdialing.

1. **Press the FAX button, then press the Menu button.**

    The Fax settings screen is displayed.

2. **Use the ◀▶ button to select Transmission settings, then press the OK button.**

    ```
    Fax settings
    ◄ Transmission settings ►
    ```

3. **Use the ◀▶ button to select Fax number re-entry, then press the OK button.**

    ```
    Transmission settings
    ◄   Fax number re-entry   ►
    ```
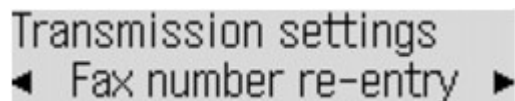
4. **Use the ◀▶ button to select ON, then press the OK button.**

Follow the procedure below to send a fax with this function.

1. **Enter the fax/telephone number using the Numeric buttons, then press the OK button.**

    Re-enter the number. is displayed on the LCD.

2. **Enter the number, then press the OK button.**

    If the number is not identical with the number entered first, go back to step 1.

3. **Press the Color button for color transmission, or the Black button for black & white transmission.**

    ⚑**Important**

    - Color transmission is available only when the recipient's fax machine supports color faxing.

Sending Faxes after Checking Information (Checking the Recipient's Information)

Before sending a fax, the machine checks whether the recipient's fax machine information

matches the dialed number.

1. **Press the FAX button, then press the Menu button.**

   The Fax settings screen is displayed.

2. **Use the ◄► button to select Transmission settings, then press the OK button.**

   Fax settings
   ◄ Transmission settings ►

3. **Use the ◄► button to select Check RX fax info, then press the OK button.**

   Transmission settings
   ◄   Check RX fax info   ►
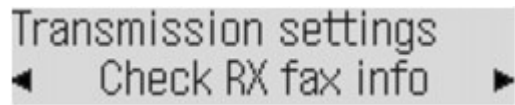
4. **Use the ◄► button to select ON, then press the OK button.**

   ▶**Important**

   - Transmission will be canceled if the machine fails to receive the recipient's fax information or if the received information does not match the fax number.
   - This function is not available when you send a fax manually. For details, see Sending a Fax after Speaking on Telephone.

Advanced Guide

Receiving Faxes

Refer to Receiving Faxes for information on receiving faxes or the receive mode settings.

Advanced Guide

Changing the Print Settings

This machine prints received faxes to paper loaded on the Rear Tray. You can use the Operation Panel to change the paper settings for printing faxes. Make sure that the settings are appropriate for the loaded paper.

Important

- If paper other than A4, Letter-, or Legal-sized paper is loaded, the received faxes are stored in memory and Change the paper A4/LTR/Legal Plain paper is displayed on the LCD. In this case, replace the loaded paper with A4, Letter-, or Legal-sized* paper, then press the **OK** button. You can also press the **Stop** button to close the message and print the stored documents in memory later. For details, see Printing a Document in Memory .
  * Legal may not be available depending on the country or region of purchase.

Note

- If the sender sends a document that is larger than Letter-size or Legal-size, such as 11" x 17", the sender's machine may send the fax automatically reduced in size or divided, or send only a part of the original.

1. Press the **FAX** button.

2. Press the **Settings** button.

3. Use the ◀▶ button to select A4, 8.5"x11"(LTR), or Legal (or 8.5"x14"), then press the **OK** button.

4. Make sure that Plain paper is selected, then press the **OK** button.

   The LCD returns to the FAX standby screen.

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Advanced Guide

Setting the Number of Rings for Fax Calls

When Fax priority mode or Fax only mode is selected as the receive mode, you can specify how many times the external device rings for fax calls from Ring count.

➡ Ring count

DRPD*1 or Network switch*2 is also available. For details, refer to Setting the Receive Mode.

*1 This setting is available only in the US and Canada.

*2 This setting may not be available depending on the country or region of purchase.

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Advanced Guide

Using the Useful Reception Functions

➡ Memory Reception

➡ Remote Reception

➡ Rejecting Fax Reception

➡ Using the Caller ID Service to Reject Calls

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Memory Reception

If the machine receives a fax under one of the following conditions, it will not be able to print the received fax and will store it in its memory. The **In Use**/**Memory** lamp is lit and Received in memory is displayed on the LCD. When the problem is resolved as described, the fax stored in memory is printed automatically.

- **Ink has run out:**

  Replace the FINE Cartridge.
  ➡ Routine Maintenance

  > 📖 **Note**

  - You can set the machine to forcibly print a received fax even if the ink has run out.
    However, part or all of the fax may not be printed since the ink has run out.
    Also, the contents of the fax will not be stored in memory.
    If the ink has already run out, we recommend that OFF be selected for Auto print in FAX user settings to store the received fax in memory and print the fax manually after replacing the FINE Cartridge. After you replace the FINE Cartridge and select ON for Auto print, the fax stored in memory will be printed automatically.

- **Paper has run out:**

  Load the paper and press the **OK** button.

- **A different size of paper from that specified by Page size is loaded:**

  Load the same size of paper as that specified by Page size, then press the **OK** button.

- **Page size is set to other than A4, 8.5"x11"(LTR), or Legal (or 8.5"x14"):**

  Set Page size to A4, 8.5"x11"(LTR), or Legal (or 8.5"x14").

- **Media type is set to other than Plain paper:**

  Set Media type to Plain paper.

- **You pressed the Stop button to cancel printing of a fax:**

  Press the **FAX** button.

> 📖 **Note**

- To print the received faxes automatically, select ON for Auto print in FAX user settings. For details, see Auto print.
- When OFF is selected for Auto print in FAX user settings, print the faxes stored in memory from the Memory reference screen. For details, see Printing a Document in Memory .
- The machine can store up to approximately 50 pages (max. 20 documents)* of faxes in memory.
  * When using ITU-T No.1 chart (Standard mode)
- If the memory becomes full, the machine cannot receive any more faxes. Print or delete the originals stored in memory, and have the sender resend the faxes. For details, see Document Stored in Memory .

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Remote Reception

If the machine is located away from the telephone, pick up the handset of the telephone connected to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception).

- **If you use a rotary pulse line, temporarily switch your telephone to tone dialing. For details on how to switch to tone dialing, refer to your telephone's instruction manual.**

- **If you have an answering machine connected to the machine that can carry out remote control operations, the security code for this function may be the same as the remote reception ID. In this case, change the remote reception ID in Remote RX ID in Remote RX.**
  Remote reception can be disabled.
  ➡ Remote RX

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Rejecting Fax Reception

You can set the machine to reject faxes with no sender information or those from specific senders.
Select one of the following conditions to reject faxes.

- **Faxes with no caller identification.**

- **Faxes from senders not registered to the coded speed dial codes.**

- **Faxes from senders registered in the machine as rejected numbers.**

1. Press the **FAX** button, then press the **Menu** button.

   The Fax settings screen is displayed.

2. Use the ◄► button to select Reception settings, then press the **OK** button.

   Fax settings
   ◄   Reception settings
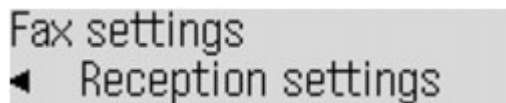
3. Use the ◄► button to select Fax reception reject, then press the **OK** button.

   Reception settings
   ◄   Fax reception reject   ►
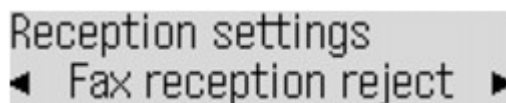
4. Use the ◄► button to select ON, then press the **OK** button.

5. Use the ◄► button to select the fax rejection condition, then press the **OK** button.

   You can select one of the three conditions below.

   No sender info.
   Rejects faxes with no caller identification.

   Coded dial unset
   Rejects faxes from the senders not registered to coded speed dial codes.

   Rejected numbers
   Rejects faxes from the senders registered in the machine as rejected numbers.

If you select Rejected numbers, follow the procedure below to register a fax/telephone number to reject.

1. Select Yes for Register rejected no.?.

   The screen for registering a rejected number is displayed.

   Register rejected no.
   01
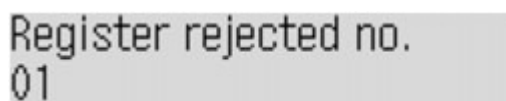
2. Use the ◄► button to select the dial code to register, then press the **OK** button.

3. Use the Numeric buttons to enter the fax/telephone number to reject, then press the
   OK button.

Register rejected no. Data entry OK is displayed on the LCD, then the LCD returns to the screen for registering a rejected number.

4. Repeat steps 2 and 3 to continue registering numbers to reject.

You can register up to 10 rejected numbers.

Note

- When the machine rejects reception, Reception rejected is displayed on the LCD.
- You can print the list of rejected numbers. For details, see Summary of Reports and Lists .
- Faxes with no caller identification are also rejected when Coded dial unset or Rejected numbers is selected.

Changing/Deleting the Rejected Number

To change/delete a rejected number, follow the procedure below.

1. **Press the FAX button, then press the Menu button.**

   The Fax settings screen is displayed.

2. **Use the ◀▶ button to select TEL no. registration, then press the OK button.**

3. **Use the ◀▶ button to select Rejected numbers, then press the OK button.**

   ```
   TEL no. registration
   ◀    Rejected numbers
   ```
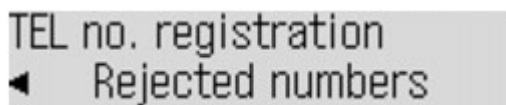
4. **Use the ◀▶ button to select the fax/telephone number to change/delete, then press the OK button.**

5. **Hold down the ◀ button to delete the number.**

   - **To change the number:**

     Use the Numeric buttons to enter the new number, then press the OK button.

   - **To delete the number:**

     Press the OK button.

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Using the Caller ID Service to Reject Calls

If you subscribe to the Caller ID service, the machine detects the sender's Caller ID. If the sender's ID does not match the conditions specified in this setting, the machine rejects the phone call or fax reception from the sender.

1. Press the **FAX** button, then press the **Menu** button.

The Fax settings screen is displayed.

2. Use the ◄► button to select Reception settings, then press the **OK** button.

Fax settings
◄ Reception settings
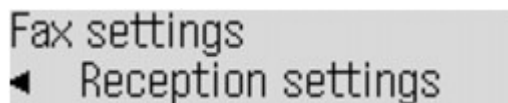
3. Use the ◄► button to select Caller rejection, then press the **OK** button.

Reception settings
◄   Caller rejection
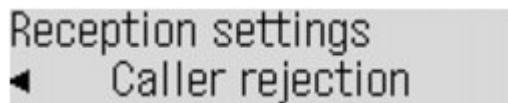
4. Use the ◄► button to select Subscribed, then press the **OK** button.

You can now perform settings for Caller rejection.

5. Use the ◄► button to select the phone call or fax rejection condition, then press the **OK** button.

Set the conditions below.

Anonymous number
Selects whether to reject a phone call or fax reception from an anonymous number.

Out of area
Selects whether to reject a phone call or fax reception out of the subscribed service area.

Rejected numbers
Selects whether to reject a phone call or fax reception from the numbers registered to Rejected numbers in Fax reception reject. For details, see Rejecting Fax Reception .
Reject: Rejects the phone call or fax reception matching the condition specified by this setting.
If you select Reject for Rejected numbers, Register rejected no.? is displayed on the LCD. Select Yes to register a fax/telephone number to reject. For details, see Rejecting Fax Reception .
Accept: Allows the phone call or fax reception matching the condition specified by this setting.

Note

- This setting may not be supported depending on the country or region of purchase. Contact your telephone company to confirm whether it provides this service.

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Document Stored in Memory

In the following cases, the machine is not able to print the received fax and will automatically store the fax in its memory.

- **Ink has run out.**

- **Paper has run out.**

- **A different size of paper from that specified by Page size is loaded.**

- **Page size is set to other than A4, 8.5"x11"(LTR), or Legal (or 8.5"x14").**

- **Media type is set to other than Plain paper.**

- **OFF is selected for Auto print in FAX user settings.**

- **You pressed the Stop button to cancel printing of a received fax.**

Important

- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord. For details on how to unplug the power cord, refer to Notice for Unplugging the Power Cord .

Note

- When confirming, printing, or deleting a document stored in memory, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents first.

To print a document in memory:

➡ Printing a Document in Memory

To delete a document in memory:

➡ Deleting a Document in Memory

To save a document on a USB flash drive

➡ Saving a Document in Memory to USB Flash Drive

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Printing a Document in Memory

If the machine was not able to send a fax or print a received fax, it stores the unsent or unprinted fax in its memory. If an error occurred during a fax transmission, the document is not stored in memory. You can print a list of stored documents (the memory list) or print a specified document.

➡ Printing a Memory List or Specified Document in Memory

➡ Printing All the Documents in Memory

Note

- The memory list shows the transaction number of the unsent or unprinted fax (TX/RX NO.), transaction mode, recipient's number, and the date and time of the transaction.

Printing a Memory List or Specified Document in Memory

1. **Load paper.**

   Refer to Loading Paper / Originals .

2. **Press the FAX button, then press the Menu button.**

   The Fax settings screen is displayed.

3. **Use the ◀▶ button to select Memory reference, then press the OK button.**

4. **Print a specified document or memory list.**

   - **To print a memory list:**

     Use the ◀▶ button to select Print memory list, then press the **OK** button.

     The memory list stored in memory is printed.

   - **To print a specified document:**
     1. Use the ◀▶ button to select Print specified doc., then press the **OK** button.
     2. Use the Numeric buttons, or the ◀▶ button to select the transaction number (TX/RX no.) of the document you want to print, then press the **OK** button.

        ### Note

        - A transaction number from 0001 to 4999 indicates a document being sent. A transaction number from 5001 to 9999 indicates a document being received.
        - Each mark before the transaction number indicates the following:
          No mark: Indicates a black and white document.
          ✳ : Indicates a color document.
          # : Indicates the machine is receiving/printing a black and white document.
          &: Indicates the machine is receiving/printing a color document.
        - While the transaction number is displayed, pressing the # button or the **Tone** button shows the transaction time or fax/telephone number on the LCD. Each time you press the # button or the **Tone** button, the information on the LCD changes.

     3. Use the ◀▶ button to select Yes, then press the **OK** button.

        If you select Yes, only the first page of the document will be printed. If you select No, all the pages of the document stored in memory will be printed.
        To print other documents, repeat the procedure from steps 2 and 3.
     4. Press the **Back** button or **Stop** button.

📖 **Note**

- If you select No to print all the pages of the document, and all the pages in memory have been printed, OK to delete? is displayed on the LCD. If you select Yes, printed pages in memory are deleted.
- If there are no documents stored in memory, No documents in memory is displayed, and the machine returns to the previous screen.

Printing All the Documents in Memory

1. **Load paper.**

   Refer to Loading Paper / Originals .

2. **Press the FAX button, then press the Menu button.**

   The Fax settings screen is displayed.

3. **Use the** ◀▶ **button to select Memory reference, then press the OK button.**

4. **Use the** ◀▶ **button to select Print all RX docs, then press the OK button.**

5. **Use the** ◀▶ **button to select Yes, then press the OK button.**

📖 **Note**

- OK to delete? is displayed on the LCD each time a document is printed. If you select Yes, the document is deleted from memory.
- If there are no documents stored in memory, No documents in memory is displayed, and the machine returns to the previous screen.

Deleting a Document in Memory

➡ Deleting a Specified Document in Memory

➡ Deleting All the Documents in Memory

Deleting a Specified Document in Memory

1. **Press the FAX button, then press the Menu button.**

The Fax settings screen is displayed.

2. **Use the ◄► button to select Memory reference, then press the OK button.**

3. **Use the ◄► button to select Delete specified doc., then press the OK button.**

```
Memory reference
◄ Delete specified doc. ►
```

4. **Use the ◄► button to select the transaction number (TX/RX no.) of the document you want to delete, then press the OK button.**

```
Delete specified doc.
TX/RX no.            5001
```

📖 Note

- A transaction number from 0001 to 4999 indicates a document being sent. A transaction number from 5001 to 9999 indicates a document being received.
- Each mark before the transaction number indicates the following:
  No mark: Indicates a black and white document.
  ✳ : Indicates a color document.
  # : Indicates the machine is receiving/printing a black and white document.
  &: Indicates the machine is receiving/printing a color document.
- While the transaction number is displayed, pressing the # button or the **Tone** button shows the transaction time or fax/telephone number on the LCD. Each time you press the # button or the **Tone** button, the information on the LCD changes.

5. **Use the ◄► button to select Yes, then press the OK button.**

To delete other documents, repeat the procedure from steps 4 and 5.

6. **Press the Back button or Stop button.**

Deleting All the Documents in Memory

1. **Press the FAX button, then press the Menu button.**

The Fax settings screen is displayed.

2. **Use the ◄► button to select Memory reference, then press the OK button.**

3. **Use the ◄► button to select Delete all documents, then press the OK button.**

4. **Use the ◀▶ button to select Yes, then press the OK button.**

Note

- This function is not available while the machine is receiving a fax.

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Saving a Document in Memory to USB Flash Drive

You can save sent/received faxes on a USB flash drive as PDF files using the Operation Panel of the machine.

Important

- Do not remove the USB flash drive from the machine until saving is complete.
- For safety reasons, we recommend backing up faxes saved on a USB flash drive to another media periodically to avoid unexpected accidents.
- We assume no responsibility for damage to or loss of data for whatever reason even within the warranty period.

1. **Press the FAX button, then press the Menu button.**

The Fax settings screen is displayed.

2. **Insert the USB flash drive into the Direct Print Port.**

Refer to Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine for how to insert the USB flash drive into the Direct Print Port.

3. **Use the ◄► button to select Memory reference, then press the OK button.**

4. **Use the ◄► button to select Save specified doc. or Save all documents, then press the OK button.**

- If Save all documents is selected in step 4:
  All the documents are saved on the USB flash drive.
  To remove the USB flash drive after saving is complete, refer to Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine .
- If Save specified document is selected in step 4:
  Proceed to step 5.

5. **Use the ◄► button to select the transaction number (TX/RX no.) of the document you want to save, then press the OK button.**

```
Save specified doc.
TX/RX no.          5001
```

The specified document is saved on the USB flash drive.
To remove the USB flash drive after saving is complete, refer to Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine .

Note

- A transaction number from 0001 to 4999 indicates a document being sent. A transaction number from 5001 to 9999 indicates a document being received.
- Each mark before the transaction number indicates the following:
  No mark: Indicates a black and white document.
  ✳ : Indicates a color document.
  # : Indicates the machine is receiving/printing a black and white document.
  &: Indicates the machine is receiving/printing a color document.
- While the transaction number is displayed, pressing the # button or the **Tone** button shows the transaction time or fax/telephone number on the LCD. Each time you press the # button or the **Tone** button, the information on the LCD changes.

6. **Use the ◄► button to select Yes, then press the OK button.**

To save other documents, repeat the procedure from steps 5 and 6.

7. **Press the Back button or Stop button.**

📖**Note**

- You can save up to 50 pages of fax as one PDF file.
- You can save up to 2000 PDF files on a USB flash drive.
- Faxes are saved according to the order of the transaction number when Save all documents is selected.
- If the USB flash drive becomes full while saving faxes is in progress, Not enough free space is displayed on the LCD and the faxes will not be saved.
- The folder and file name of faxes saved on the USB flash drive is as follows:
  - Folder name: CANON_SC\FAXDOC\0001
  - File name (file extension: PDF): Running numbers, starting from FAX_0001
  - File date: The date and time of saving as set in the machine. For information on how to set the date and time, refer to Specifying the Basic Settings for Faxing.

- Importing Faxes Saved on a USB Flash Drive to the Computer
  You can import faxes saved on a USB flash drive to the computer.
  After saving faxes, connect the USB flash drive to the computer, then import the data using Windows Explorer.

Advanced Guide

Summary of Reports and Lists

The table below shows the reports and lists that can be printed from the machine. Refer to the pages indicated for more details.

Report or List	Description
Activity report	Shows recent fax transactions performed by the machine. You can set the machine to automatically print the report after every 20 transactions. You can also print the report manually. ➡ Activity Report
TEL number list	Lists the numbers and names registered for coded speed dials and group dials. ➡ Registering Recipients for Speed Dialing
User's data list	Lists the current settings of the machine and the registered sender information. ➡ User's Data List
Memory list	Lists the documents currently stored in the machine's memory. ➡ Document Stored in Memory
Rejected number list	Lists the rejected numbers. ➡ Rejected Number List
Caller history list	Lists the caller history (Available when Caller ID service is subscribed). ➡ Caller History List
TX (Transmission) report	Confirms whether a fax transmission has been complete successfully. If this setting is enabled, this report is printed after each fax transmission. You can specify the print setting so that the report is printed only when a transmission error has occurred or that the first page of the fax is printed along with the report. However, the first page of the fax is not printed in color transmission. ➡ TX Report
RX (Reception) report	Confirms whether a fax reception has been complete successfully. If this setting is enabled, this report is printed after each fax reception. You can specify the print setting so that the report is printed only when a reception error has occurred. ➡ RX Report
MULTI TX (Transmission) report	Printed after sequential broadcasting of a document. ➡ MULTI TX Report

📖 **Note**

- When Auto print in FAX user settings is set to OFF, the following reports are not printed automatically.
  Activity report
  TX (Transmission) report
  RX (Reception) report
  MULTI TX (Transmission) report
- You can print the activity report manually even when OFF is selected for Auto print in FAX user settings. For the procedure of manual printing, see Activity Report.
  To print the report other than the activity report, select ON for Auto print.

Activity Report

Prints the history of sent and received faxes. The machine is factory-set to print an Activity report after every 20 transactions. You can also disable automatic printing of this report, or print it manually.

📖 **Note**

- For details on the Activity report settings, see Activity report.

- **Printing the Activity report manually**

 1. **Load paper.**

     Refer to Loading Paper / Originals .

  2. **Press the FAX button, then press the Menu button.**

     The Fax settings screen is displayed.

  3. **Use the ◀▶ button to select Print reports/lists, then press the OK button.**

     Fax settings
     ◀   Print reports/lists   ▶

  4. **Use the ◀▶ button to select Activity report, then press the OK button.**

     Print reports/lists
          Activity report   ▶
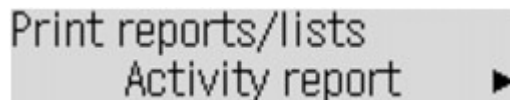
     The Activity report is printed.

User's Data List

The User's data list enables you to confirm the current settings of your machine as well as the registered sender information.

➡ Specifying the Basic Settings for Faxing

- **Printing the User's data list**

  1. **Load paper.**

     Refer to Loading Paper / Originals .

  2. **Press the FAX button, then press the Menu button.**

     The Fax settings screen is displayed.

  3. **Use the ◀▶ button to select Print reports/lists, then press the OK button.**

     Fax settings
     ◀   Print reports/lists   ▶

  4. **Use the ◀▶ button to select User's data list, then press the OK button.**

     Print reports/lists
     ◀   User's data list   ▶
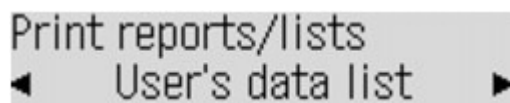
     The User's data list is printed.

Rejected Number List

- **Printing the Rejected number list**

  1. **Load paper.**

     Refer to Loading Paper / Originals .

  2. **Press the FAX button, then press the Menu button.**

The Fax settings screen is displayed.

3. Use the ◄► button to select Print reports/lists, then press the OK button.

Fax settings
◄   Print reports/lists   ▶

4. Use the ◄► button to select Rejected number list, then press the OK button.

Print reports/lists
◄ Rejected number list ▶
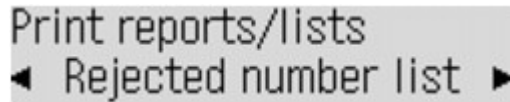
The Rejected number list is printed.

Caller History List

This function may not be available depending on the country or region of purchase.

- **Printing the Caller history list**

    1. **Load paper.**

    Refer to Loading Paper / Originals .

    2. Press the FAX button, then press the Menu button.

    The Fax settings screen is displayed.

    3. Use the ◄► button to select Print reports/lists, then press the OK button.

    Fax settings
    ◄   Print reports/lists   ▶

    4. Use the ◄► button to select Caller history list, then press the OK button.

    Print reports/lists
    ◄   Caller history list
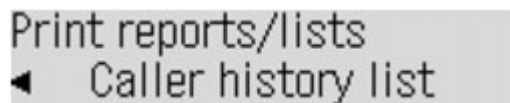
    The Caller history list is printed.

TX Report

This machine can print a TX (transmission) report after sending a document, confirming whether the transmission has been completed successfully. At the time of purchase, TX reports are set to be printed only when a transmission error occurred. You can set the machine to print a report each time it sends a document, or disable printing of the report.

Note

- For details on the TX report settings, see TX Report.
- For the errors that occur when you send a fax, see Errors when you send a fax .

Errors when you send a fax
If an error occurs when you send a fax, the error number is printed in the TX report (there are some errors for which the cause is also printed).
The causes corresponding to the error numbers are as follows.

No.	Cause	Action
#001	Document is jammed in the ADF.	The document is jammed in the ADF. Remove the document page jammed in the ADF. When the error is cleared, redo the

		operation. See Document Jams in the ADF .
#003	Document is too long.	You attempted to send a document longer than 15.75 inches / 400 mm. You cannot send a document longer than 15.75 inches / 400 mm from the ADF. #003 is also printed if it takes time to send a page. Divide the document or set the image quality (Fax resolution) to a lower setting, then resend it.
#005	No answer.	The recipient's fax machine does not respond. Contact the recipient and have the recipient check that the telephone line is connected correctly.
#012	Try again.	There is no paper in the recipient's fax machine. Contact the recipient and have the recipient load paper.
#017	No tone is detected.	The machine could not detect the dial tone. Dial tone detect in Transmission settings is set to ON. Set it to OFF, then send the fax.
#018	Line was busy.	The fax/telephone number you dialed is busy. Try dialing again after waiting for a moment.
#022	Try again.	The fax/telephone number registered to the speed dial is incorrect. Check the recipient's fax/telephone number, correct the fax/telephone number registered to the speed dial code, then send the document again.
#059	Transmission has been canceled due to a fax information mismatch.	Transmission has been canceled because the machine could not detect the recipient's fax machine information or the information did not match the dialed number. This error number is displayed when Check RX fax info is set to ON. For details, see Sending Faxes after Checking Information (Checking the Recipient's Information).
#085	Try again in black & white transmission.	The recipient's fax machine is not color-compatible. Resend the document in black & white.
STOP	The **Stop** button was pressed during transmission.	The **Stop** button was pressed to cancel transmission of the document. Resend it if necessary.

RX Report

This machine can print a RX (reception) report after receiving a document, confirming whether the reception has been completed successfully. At the time of purchase, the machine is set so that RX reports are not printed at all. You can set the machine to print a report each time it receives a document, or only when an error occurs.

Note

- For details on the RX report settings, see RX Report.
- For the errors when you receive a fax, see Errors when you receive a fax .

Errors when you receive a fax
If an error occurs when you receive a fax, the error number is printed in the RX report (there are some errors for which the cause is also printed).

The causes corresponding to the error numbers are as follows.

No.	Cause	Action
#003	It takes too long to receive a page.	Contact the sender and have the sender divide the fax or set the image quality (Fax resolution) to a lower setting and resend it.
#005	No answer.	When receiving a fax manually, the machine could not detect the signals from the sender's fax machine. Contact the sender and have the sender resend it, or set the machine to receive the fax automatically.
#037	Memory is full.	The machine could not receive a fax because its memory is full. Delete contents in memory, then ask the sender to resend the fax. See Deleting a Document in Memory.
#046	Reception has been rejected due to the specified fax rejection condition.	Reception has been rejected because the fax matches the fax rejection condition specified by Fax reception reject. For details, see Rejecting Fax Reception.
STOP	The **Stop** button was pressed during reception.	The **Stop** button was pressed to cancel reception of the fax. Contact the sender and have the sender resend it if necessary.

MULTI TX Report

This machine prints out a MULTI TX (transmission) report after sending the same document to several destinations, confirming whether the transmission to all the recipients has been completed successfully.

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Advanced Guide > Faxing > Sending/Receiving Faxes Using the Operation Panel of the Machine > Using Speed Dial Utility

Using Speed Dial Utility

About Speed Dial Utility

Speed Dial Utility is a utility for forwarding the fax/telephone numbers registered on the machine to a computer and registering/changing them on the computer. In addition, you can register the fax/ telephone number, user's name, user's fax/telephone number, and rejected numbers edited on the computer to the machine. You can also save them on the computer as a backup.
To avoid loss of the registered data due to a power failure or misoperation, it is recommended that you backup the registered data on the computer using Speed Dial Utility.

➡ Starting Up Speed Dial Utility

➡ Speed Dial Utility Dialog box

➡ Saving Registered Information on the Machine to your PC

➡ Registering Recipients for Speed Dialing Using Speed Dial Utility

➡ Changing Recipients for Speed Dialing Using Speed Dial Utility

➡ Deleting Recipients for Speed Dialing Using Speed Dial Utility

➡ Changing Sender Information Using Speed Dial Utility

➡ Registering/Changing Rejected Number Using Speed Dial Utility

➡ Calling the Registered Information Up from your PC and Registering the Information to the Machine

➡ Uninstalling Speed Dial Utility

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Advanced Guide

Starting Up Speed Dial Utility

Before starting up Speed Dial Utility, confirm the following:

- ## The necessary application software (MP Drivers and Speed Dial Utility)

  ## is installed.

  If the application software (MP Drivers and Speed Dial Utility) is not yet installed, insert the *Setup CD -ROM* into the computer's disc drive, then perform Custom Install and select MP Drivers and Speed Dial Utility.

- ## The machine is connected to a computer correctly.

  Make sure that the machine is connected to the computer correctly.

  Do not plug in or unplug the USB cable when saving registered information on the computer, or when the computer is in sleep or standby mode.

  If you use Speed Dial Utility via a network connection, make sure that all the required settings have been specified.

1. Make sure that the machine is turned on.

2. Click Start and select All programs (or Programs), Canon Utilities, Speed Dial Utility, and then Speed Dial Utility.

   Speed Dial Utility starts up.

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Speed Dial Utility Dialog box

The following items are on the Speed Dial Utility dialog box.
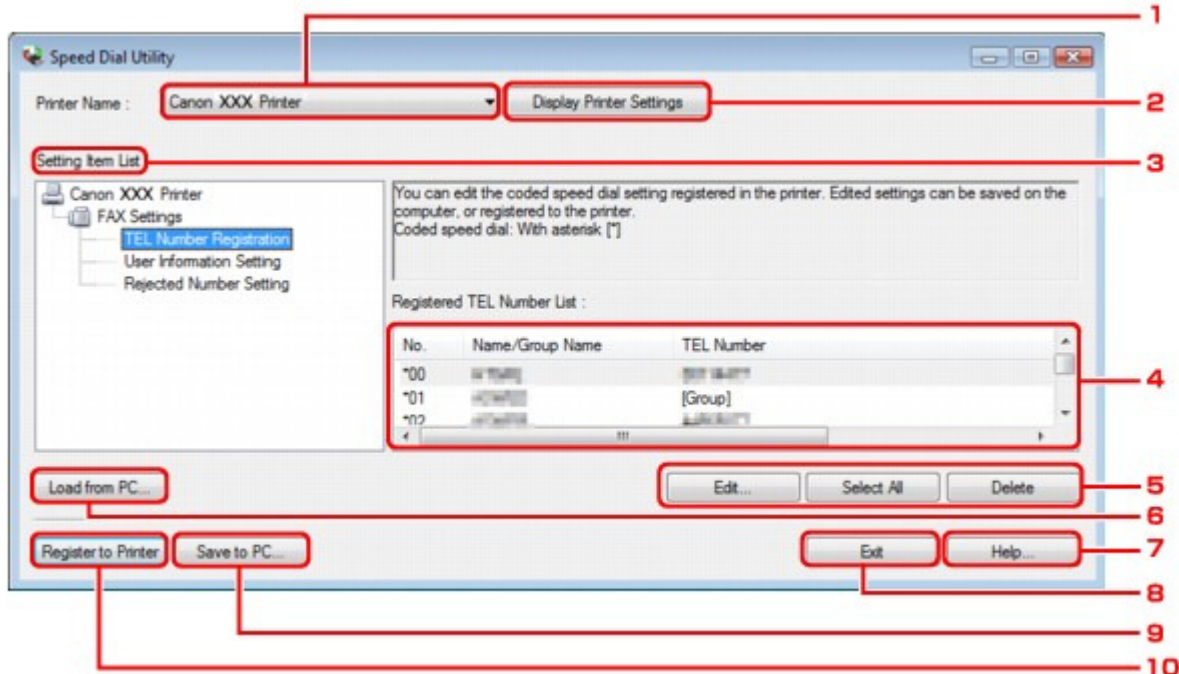
1. **Printer Name**

   Selects the machine for editing the registered information using Speed Dial Utility.

2. **Display Printer Settings**

   Loads the registered information on the machine selected for Printer Name into Speed Dial Utility.

3. **Setting Item List**

   Selects the registered information for editing. Choose one item from TEL Number Registration, User Information Setting, and Rejected Number Setting.

4. **Registered information list**

   Displays the registered information selected for Setting Item List.

5. **Edit.../Select All/Delete**

   Edits/deletes the registered information or selects all the registered information selected for Setting Item List.
   When multiple items on the registered information list are selected, you cannot use the Edit... button.

6. **Load from PC...**

   Displays the registered information saved on the computer.

7. **Help...**

   Displays the page of the on-screen manual regarding Speed Dial Utility.

8. Exit

Quits Speed Dial Utility. Information registered or edited using Speed Dial Utility is neither saved on the computer nor registered on the machine.

9. Save to PC...

Saves information edited using Speed Dial Utility on the computer.

10. Register to Printer

Registers information edited using Speed Dial Utility to the machine.

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![Advanced Guide]

Advanced Guide > Faxing > Sending/Receiving Faxes Using the Operation Panel of the Machine > Using Speed Dial Utility > Saving Registered Information on the Machine to your PC

Saving Registered Information on the Machine to your PC

Follow the procedure below to save the speed dial/group dial numbers, user's name, fax/telephone number, or rejected numbers on the machine to the computer.

1. Start up Speed Dial Utility.

   ➡ Starting Up Speed Dial Utility

2. Select the machine from the Printer Name list box, then click Display Printer Settings.

3. Click Save to PC....

4. Enter the file name on the displayed screen, then click Save.

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Advanced Guide

Registering Recipients for Speed Dialing Using Speed Dial Utility

Follow the procedure below to register fax/telephone numbers.

Note

- Before you register fax/telephone numbers using Speed Dial Utility, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility.

   → Starting Up Speed Dial Utility

2. Select the machine from the Printer Name list box, then click Display Printer Settings.

3. Click TEL Number Registration from Setting Item List.

   The list of registered fax/telephone numbers is displayed.

4. Select an unoccupied code from the list, then click Edit....

   The Individual or Group Selection dialog box is displayed.

5. Click Register individual TEL number or Register group dial, then click Next.

   - If Register individual TEL number is selected:

     1. Enter the name.
     2. Enter the fax/telephone number.

   - If Register group dial is selected:
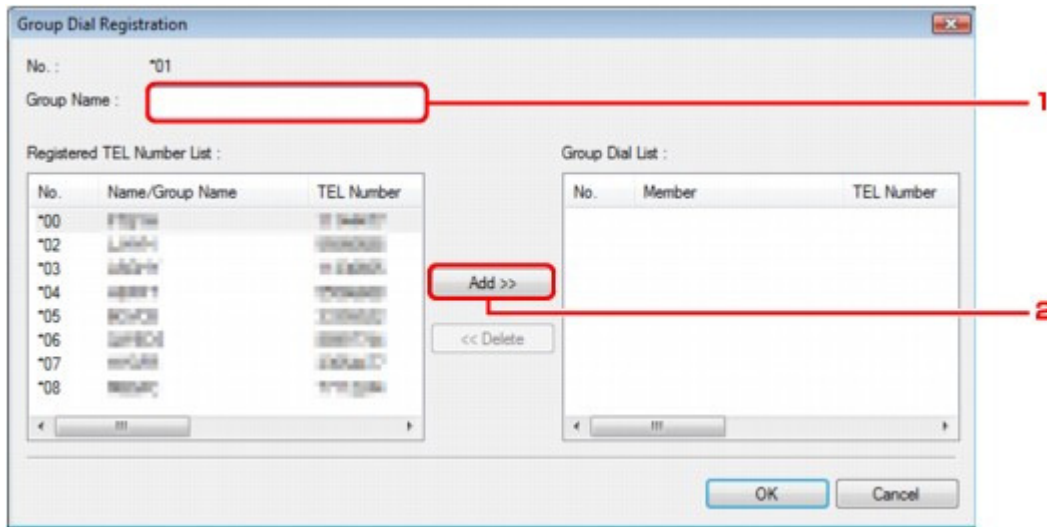
1. Enter the group name.
2. Select the code you want to add to the group dial, then click Add.

Note

- You can only enter numbers that have already been registered to coded speed dial codes.

6. Click OK.

To continue registering fax/telephone numbers or a group dial, repeat steps 4 to 6.

- To save the registered information on the computer.

    1. Click Save to PC....

    2. Enter the file name on the displayed screen, then click Save.

- To register the registered information to the machine:

    1. Click Register to Printer.

       The information is registered to the machine.

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Advanced Guide

Changing Recipients for Speed Dialing Using Speed Dial Utility

Follow the procedure below to change fax/telephone numbers.

Note

- Before you change fax/telephone numbers using Speed Dial Utility, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility.

➡ Starting Up Speed Dial Utility

2. Select the machine from the Printer Name list box, then click Display Printer Settings.

3. Click TEL Number Registration from Setting Item List.

The list of registered fax/telephone numbers is displayed.

4. Select a code to change from the list, then click Edit....

- If an individual fax/telephone number is selected:

1. Enter the new name.
2. Enter the new fax/telephone number.

- If a group dial is selected:

1. Enter the new group name.
2. Add or delete a member to/from the group dial.

   To add a member:

Select the code to add to the group dial, then click Add.

To delete a member:
Select the code to delete from the group dial, then click Delete.

5. Click OK.

To continue changing fax/telephone numbers or group dials, repeat steps 4 and 5.

- To save the edited information on the computer.

    1. Click Save to PC....

    2. Enter the file name on the displayed screen, then click Save.

- To register the edited information to the machine:

    1. Click Register to Printer.

        The information is registered to the machine.

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Advanced Guide

Deleting Recipients for Speed Dialing Using Speed Dial Utility

Follow the procedure below to delete fax/telephone numbers.

Note

- Before you delete fax/telephone numbers using Speed Dial Utility, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility.

➡ Starting Up Speed Dial Utility

2. Select the machine from the Printer Name list box, then click Display Printer Settings.

3. Click TEL Number Registration from Setting Item List.

The list of registered fax/telephone numbers is displayed.

4. Select a code to delete from the list, then click Delete.

The selected fax/telephone number is deleted.
To continue deleting fax/telephone numbers, repeat step 4.

Note

- To delete all fax/telephone numbers on the list, click Select all, then Delete.

- To save the edited information on the computer.
  1. Click Save to PC....
  2. Enter the file name on the displayed screen, then click Save.
- To register the edited information to the machine:
  1. Click Register to Printer.
  2. Confirm the message on the display, then click OK.

     The information is registered to the machine.

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Advanced Guide

Changing Sender Information Using Speed Dial Utility

Follow the procedure below to change the user's name or fax/telephone number.

1. Start up Speed Dial Utility.

   ➡ Starting Up Speed Dial Utility

2. Select the machine from the Printer Name list box, then click Display Printer Settings.

3. Click User Information Setting from Setting Item List.

   The user's information is displayed.

4. Select an item, then click Edit....

   The User Information dialog box is displayed.

5. Enter the new user's name on User Name and new fax/telephone number in TEL Number, then click OK.

   - To save the edited information on the computer:
     1. Click Save to PC....
     2. Enter the file name on the displayed screen, then click Save.
   - To register the edited information to the machine:
     1. Click Register to Printer.

        The information is registered to the machine.

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![Advanced Guide]

Registering/Changing Rejected Number Using Speed Dial Utility

Follow the procedure below to register, change, or delete rejected numbers.

1. Start up Speed Dial Utility.

   → Starting Up Speed Dial Utility

2. Select the machine from the Printer Name list box, then click Display Printer Settings.

3. Click Rejected Number Setting from Setting Item List.

   The list of rejected numbers is displayed.
   - To register a rejected number:
       1. Select an unoccupied code from the list, then click Edit....
       2. Enter the fax/telephone number in the Rejected Number dialog box, then click OK.
   - To change a rejected number:
       1. Select a code to change from the list, then click Edit....
       2. Enter the fax/telephone number in the Rejected Number dialog box, then click OK.
   - To delete a rejected number:
       1. Select a code to delete from the list, then click Delete.

           The selected fax/telephone number is deleted.

       ### 📖 Note

       - To delete all fax/telephone numbers on the list, click Select all, then Delete.

Advanced Guide

Calling the Registered Information Up from your PC and Registering the Information to the Machine

You can register the fax/telephone numbers, user's name, user's fax/telephone number, and rejected numbers saved on the computer to the machine.

1. Start up Speed Dial Utility.

➡ Starting Up Speed Dial Utility

2. Select the machine from the Printer Name list box, then click Display Printer Settings.

3. Click Load from PC....

4. Select the RSD file (*.rsd) to register to the machine.

5. Click Open on the dialog box.

6. Click Register to Printer.

The registered information on the computer is registered to the machine.

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Uninstalling Speed Dial Utility

Follow the procedure below to uninstall Speed Dial Utility.

Important

- Log into a user account with administrator privilege.

1. Click Start > All Programs (or Programs) > Canon Utilities > Speed Dial Utility > Speed Dial Utility Uninstall.

2. Click Yes when the confirmation message appears.

   When the message prompting you to restart your computer is displayed, click OK to restart your computer.

Note

- You can also use Uninstall a program (or Add or Remove Program, or Add/Remove Applications) on Control Panel to uninstall Speed Dial Utility.
- To reinstall Speed Dial Utility, uninstall Speed Dial Utility, then perform Custom Install with the *Setup CD-ROM* and select Speed Dial Utility to install it again.

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Advanced Guide

Sending Faxes from a Computer

➡ Sending a FAX

➡ Creating an Address Book

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Advanced Guide

Sending a FAX

You can send faxes using the fax driver from applications that support document printing.

📖**Note**

- You can only specify one fax recipient. You cannot send a fax to two or more recipients in one operation.
- Only black and white transmission is supported.

1. Open the document you want to fax with an application (such as Word), and then click the Print command. (The command is Print... on the File menu.)

2. In Select Printer or Name in the Print dialog box, select Canon (model name) series FAX.

3. Click Print or OK.
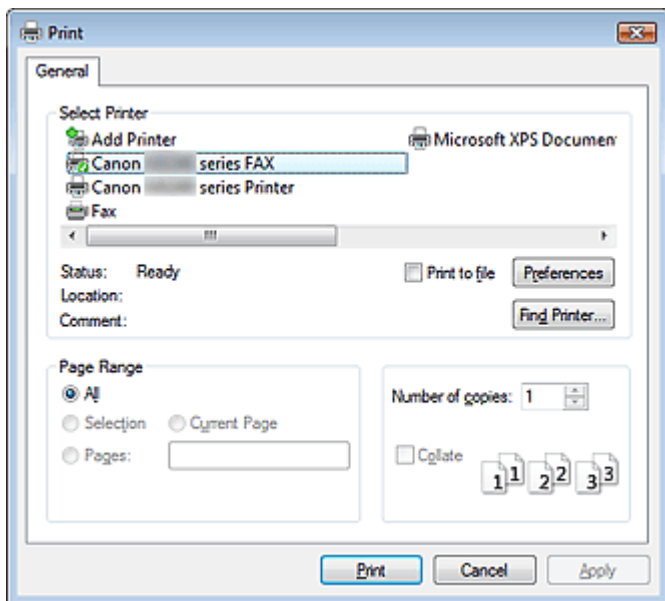
* Print dialog box in NotePad

📖**Note**

- You can specify the paper size and print orientation by clicking Preferences or Properties (for Windows 2000: Fax Options tab or Properties) in the Print dialog box.
  For details, see the help for the fax driver.

4. Enter the Name and Fax of the recipient in Send Fax To in the Send Fax dialog box, then click Add to Recipient List.
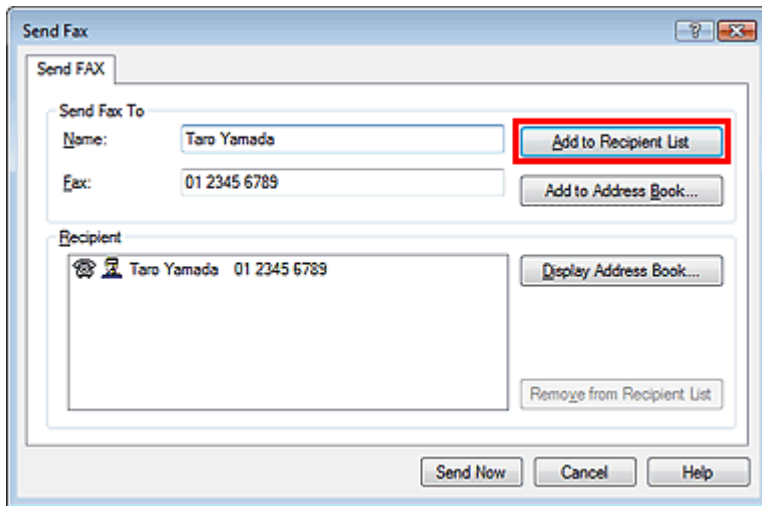
Note

- You can also register a recipient in the recipient list by following the instructions below:
  1. Click Display Address Book..., select a recipient from the recipient list
  2. Click Add to Recipient List
  3. Click OK
- For details on valid characters, see the help for the fax driver.
- You can register the recipient you entered to the address book by clicking Add to Address Book....
  For details on the address book, see " Creating an Address Book ."

5. Click Send Now.

A confirmation message is displayed when transmission finishes.
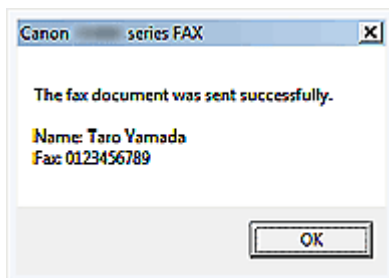
Important

- If the recipient's fax/telephone number is entered incorrectly or the registered fax/telephone number is incorrect, the fax may be sent to the unexpected recipient. When you send the important fax, we recommend to send the fax after confirming the recipient's condition.
- If you cannot send a fax because of line failure etc., see "Problems Sending Faxes ."

Canceling Transmission

If you click Send Now in the Send Fax dialog box, the printer icon is displayed in the taskbar. Double-click this icon to display the list of fax jobs awaiting transmission or being sent.

Right-clicking a job and selecting Cancel stops transmission.
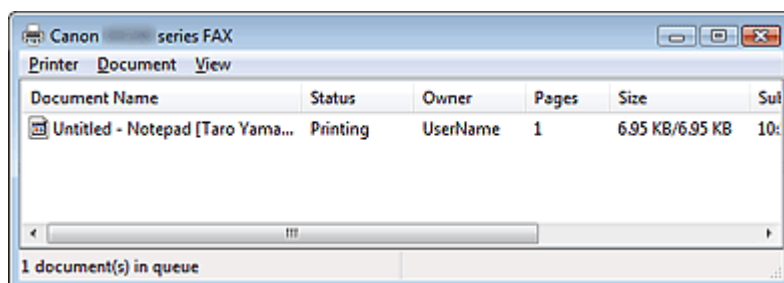
Advanced Guide

Creating an Address Book

By using the address book, you can send a fax by simply specifying a recipient from it. You can register the recipient's name, fax number and other information in the address book.

Registering a recipient (WAB contact) in the address book

You can register an individual recipient (Contact) in the address book.

1. From the Start menu, navigate as follows:

   - **Windows 7:**

     From the Start menu, select Control Panel > Hardware and Sound > Devices and Printers.

   - **Windows Vista:**

     From the Start menu, select Control Panel > Hardware and Sound > Printers.

   - **Windows XP:**

     From the Start menu, select Control Panel > Printers and Other Hardware > Printers and Faxes.

   - **Windows 2000:**

     From the Start menu, select Settings > Printers.

2. Right-click the printer icon for Canon (model name) series FAX, then click Printing Preferences....

3. In the Canon (model name) series FAX Printing Preferences dialog box, click Address Book....

Opening the address book for the First Time (Windows XP/Windows 2000)

In Windows XP/Windows 2000, when you open the address book for the first time, the Setup Windows Address Book dialog box will be displayed.
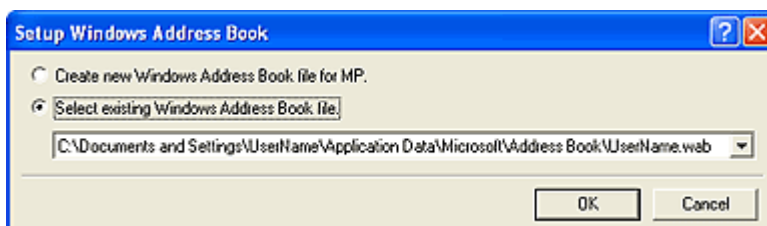
Creating a New Windows Address Book (WAB File) Exclusively for Faxing

Select Create new Windows Address Book file for MP., then click OK.

You can also change the setting later so as to be able to use another address book. For details, see the help for the fax driver.

Using an Existing Windows Address Book

Select this option if you do not create a new address book file exclusively for faxing.

Click Select existing Windows Address Book file., select an address book file from the list, then click OK.

Using an existing Windows Address Book enables you to share it with other applications that use Windows Address Books.

This option cannot be selected if there is no Windows Address Book file created.

Note

- In Windows 7/Windows Vista, you can register an individual recipient (Contact) in the address book folder (Windows Address Book) as an address book file (.contact file) which can be used in multiple applications. However, you cannot change the address book you use, as only one address book can be created per user.
  To open the Windows Address Book, click the Start button, then click All Programs > Windows Contacts. (In Windows 7, select XXXX (user name) > Contacts from the Start menu.)
- In Windows XP/Windows 2000, you can change the address book you use to another existing address book by clicking the Address Book Profile... in the Canon (model name) series FAX Printing Preferences dialog box. For details, see the help for the fax driver.
- For details on how to open the Windows Address Book (the default address book of the operating system), see the help or manual for the applications that use Windows Address Book.

4. In the Address Book dialog box, click New.
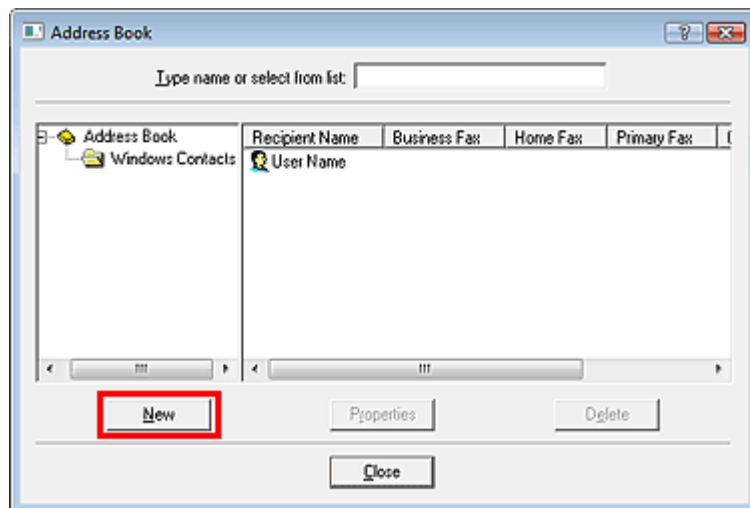
5. Click Contact in the New Entry dialog box, then click OK.
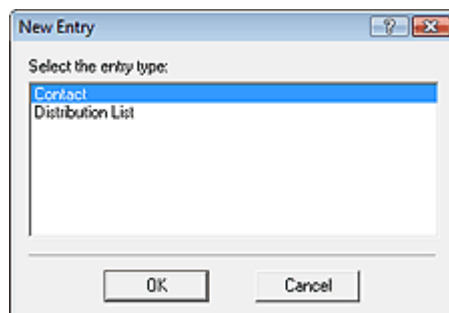
Note

- To send a fax, you can only specify one recipient. You cannot specify a Distribution List.

6. Enter the First, Middle, and Last of the contact in the Name and E-mail tab (Name tab when using other than Windows 7/Windows Vista) on the Properties screen.

The recipient's name will be printed at the top of the fax received by the recipient.

7. Enter the fax number on the Home or Work tab, then click OK.

📖 **Note**

- You can also register a recipient by clicking the Add to Address Book... button on the Send Fax dialog box after entering the recipient.

- If you upgrade from Windows XP to Windows 7/Windows Vista, the address book you created in Windows XP may not be reflected in Windows 7/Windows Vista. In this case, open the address book in the following procedure and reflect the information to a new address book.
  1. On the Windows taskbar, click the Start button, then click Control Panel > Appearance and Personalization > Folder Options.
  2. Click the View tab of the Folder Options dialog box, select Show hidden files and folders in Advanced settings (In Windows 7, click the View in the Folder Options dialog box, then select Show hidden files, folders and drives in Advanced settings), then click OK.
  3. On the Windows taskbar, click the Start button, click XXXX (user name), then double-click AppData > Roaming > Canon > MP5 to open the folder.
  4. Double-click the ".wab" file.
  The address book will be reflected in Windows Vista automatically.

📖 Note

- In Windows XP/Windows 2000, you can use or import another Windows Address Book.
  For details, see the help for the fax driver.

Related Topic

▶ Edit or Remove a Recipient from an Address Book

▶ Search for a Recipient in an Address Book

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Advanced Guide

Edit or Remove a Recipient from an Address Book

You can change the recipients' names, fax numbers and other information, or delete recipients registered in the address book.

Editing Recipients in an address book

You can edit the contact information registered in the address book.

1. From the Start menu, navigate as follows:

   - **Windows 7:**

     From the Start menu, select Control Panel > Hardware and Sound > Devices and Printers.

   - **Windows Vista:**

     From the Start menu, select Control Panel > Hardware and Sound > Printers.

   - **Windows XP:**

     From the Start menu, select Control Panel > Printers and Other Hardware > Printers and Faxes.

   - **Windows 2000:**

     From the Start menu, select Settings > Printers.

2. Right-click the printer icon for Canon (model name) series FAX, then click Printing Preferences....

3. In the Canon (model name) series FAX Printing Preferences dialog box, click Address Book....
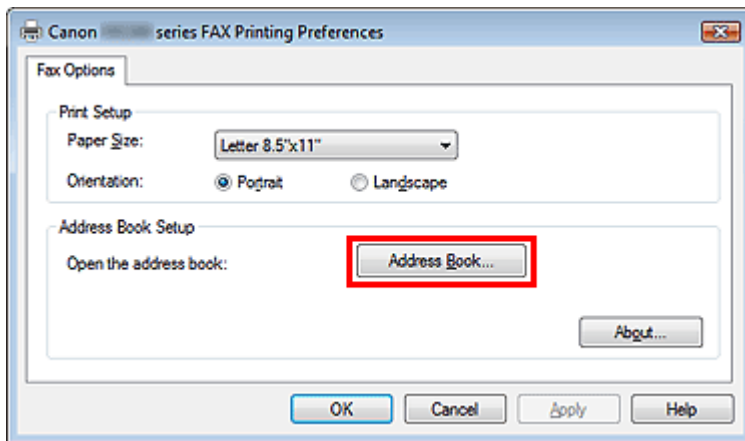
4. Select the recipient you want to edit from the Address Book dialog box, then click Properties.
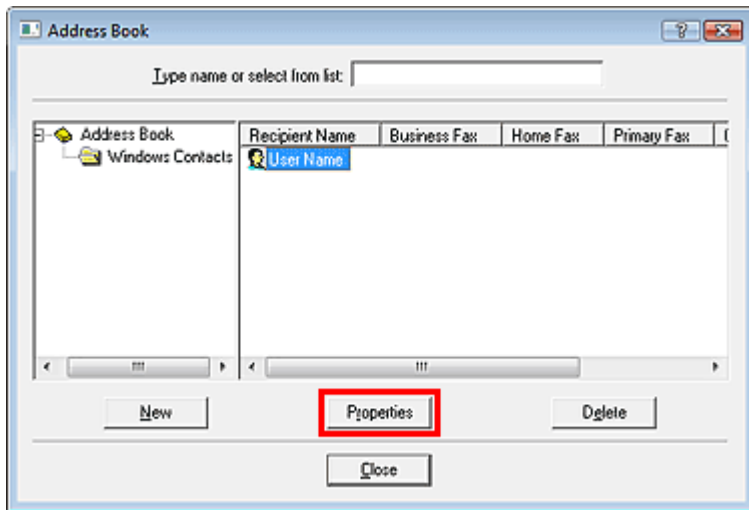
5. Change information as needed on the Properties dialog box, then click OK.
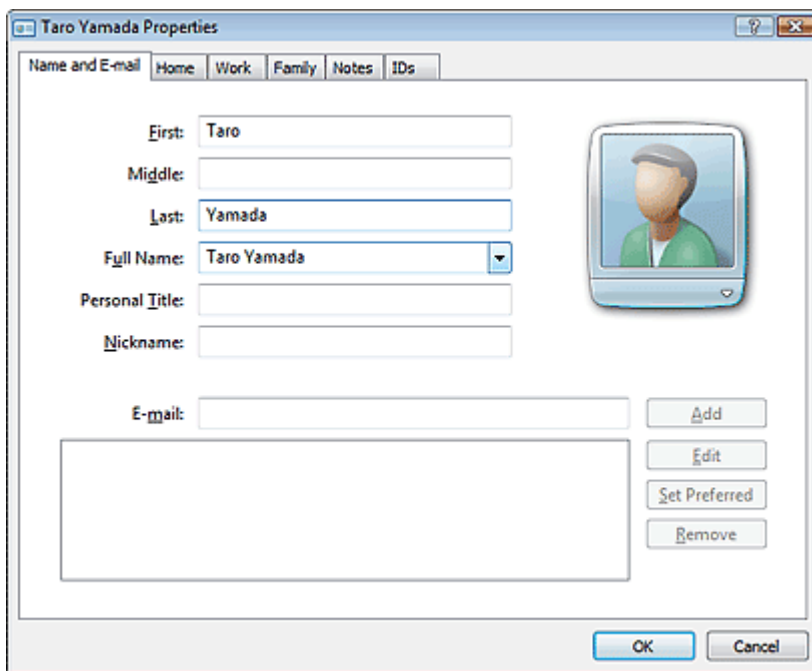
Removing Recipients from an address book

You can delete the contacts registered in the address book.

1. From the Start menu, navigate as follows:

- **Windows 7:**

  From the Start menu, select Control Panel > Hardware and Sound > Devices and Printers.

- **Windows Vista:**

  From the Start menu, select Control Panel > Hardware and Sound > Printers.

- **Windows XP:**

  From the Start menu, select Control Panel > Printers and Other Hardware > Printers and Faxes.

- **Windows 2000:**

  From the Start menu, select Settings > Printers.

2. Right-click the printer icon for Canon (model name) series FAX, then click Printing Preferences....

3. In the Canon (model name) series FAX Printing Preferences dialog box, click Address Book....
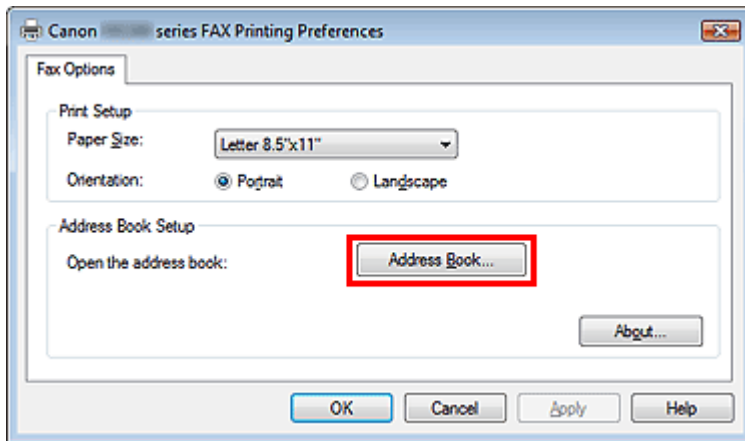
4. Select the recipient you want to delete from the Address Book dialog box, then click Delete.
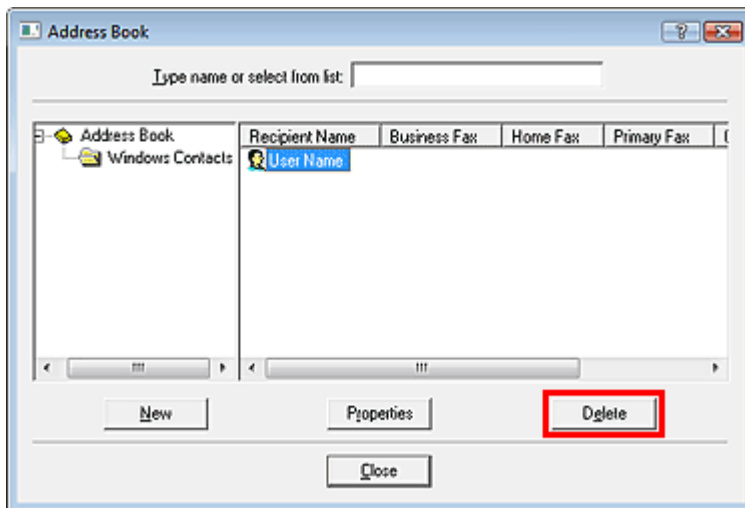
5. When a confirmation message is displayed, click Yes.

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Search for a Recipient in an Address Book

You can search for recipients registered in the address book by name.

1. Open the document you want to fax with an application (such as Word), and then click the Print command. (The command is Print... on the File menu.)

2. In Select Printer or Name in the Print dialog box, select Canon (model name) series FAX.

3. Click Print or OK.
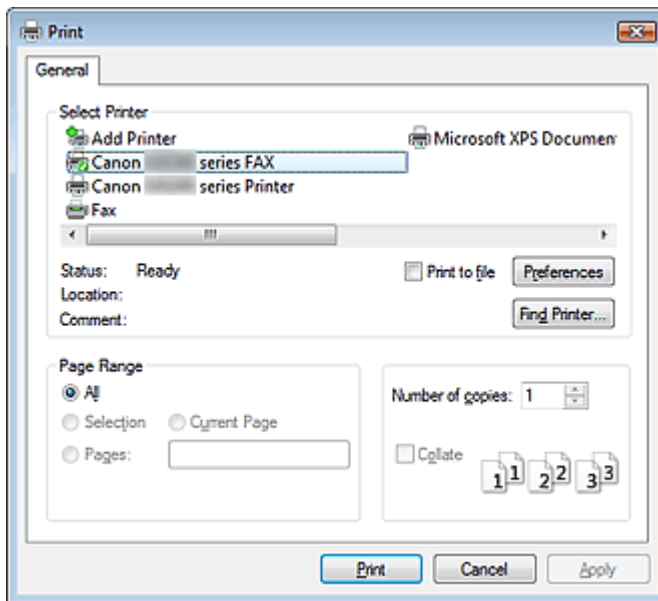
* Print dialog box in NotePad

4. Click Display Address Book... in Recipient in the Send Fax dialog box.
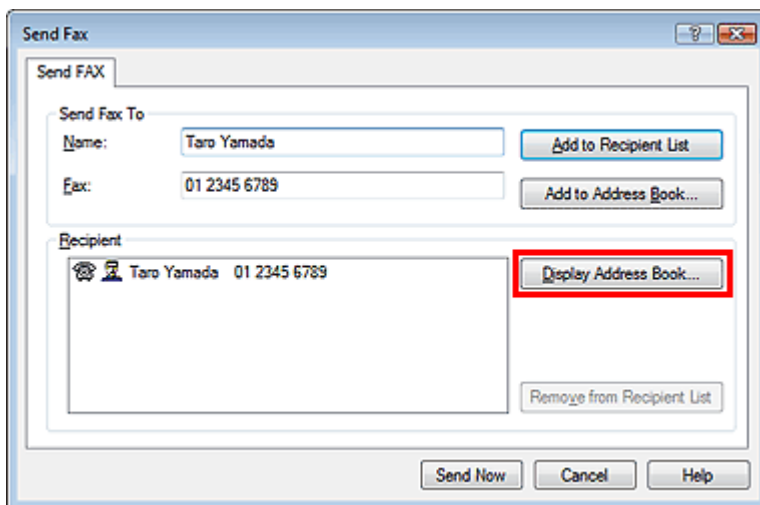
5. Enter the name of the recipient you want to search for in Search by Recipient in the Select Recipient from Address Book dialog box.

   If the entered name is found, the recipient will be displayed in the contact list with its name selected.
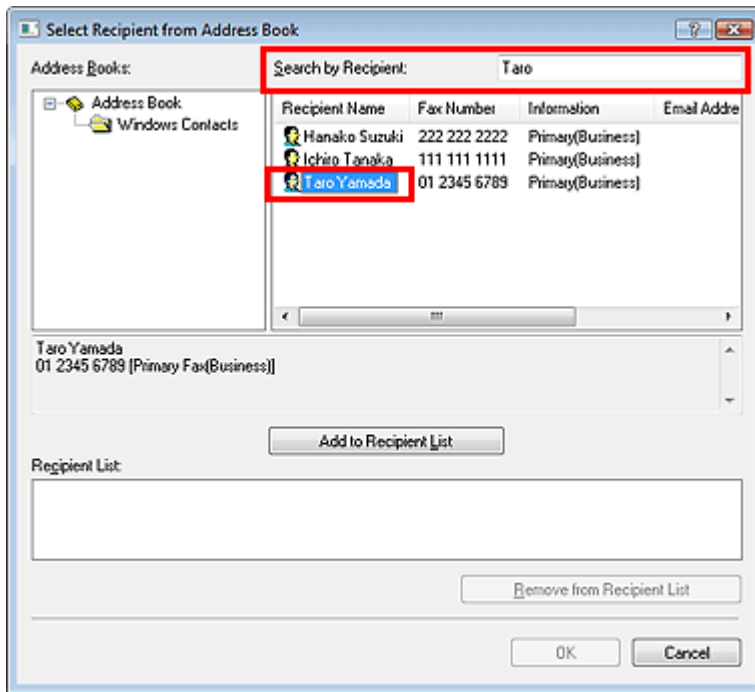
🚫 **Important**

- You cannot search by criteria other than name.

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Advanced Guide

Printing Photographs Directly from a Compliant Device or a Wireless Communication Device

➡ Printing Photographs Directly from a Compliant Device

➡ Printing Photographs from a Wireless Communication Device

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Advanced Guide

Printing Photographs Directly from a Compliant Device

➡ Printing Photographs Directly from a Compliant Device

➡ About PictBridge Print Settings

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Advanced Guide

Printing Photographs Directly from a Compliant Device

You can connect a PictBridge compliant device such as a digital camera, camcorder, or mobile phone connect to the machine using a USB cable recommended by the device's manufacturer, and print recorded images directly without using a computer.

Important

- Do not use the USB cable longer than around 10 feet / 3 meters to connect any PictBridge compliant device to the machine since it may affect the operation of other peripheral devices.

Note

- When printing photos with the PictBridge compliant device connected to the machine, we recommend the use of the AC adapter supplied with the device. If you are using the device battery, be sure to charge it fully.
- Depending on the model or brand of your device, you may have to select a print mode compliant with PictBridge before connecting the device. You may also have to turn on the device or select Play mode manually after connecting the device to the machine.
  Perform necessary operations on the PictBridge compliant device before connecting it to this machine according to instructions given in the device's instruction manual.

1. Make sure that the machine is turned on.

2. Load paper.

3. Make sure that the PictBridge compliant device is turned off.

4. Connect the PictBridge compliant device to the machine using a USB cable (A) recommended by the device's manufacturer.

   The PictBridge compliant device turns on automatically.
   If your device does not turn on automatically, turn it on manually.
   When machine is correctly connected to the device, the message that the machine is connected will be displayed on the LCD of the device. Refer to the device's instruction manual.

5. Specify the print settings such as the paper type and layout.

You can perform settings using the menu on the LCD of your PictBridge compliant device. Select the size and type of paper that you loaded in the machine.
➡Settings on a PictBridge Compliant Device
If your PictBridge compliant device does not have a setting menu, change the setting from the machine.
➡Settings on the Machine

6. Start printing from your PictBridge compliant device.

▶**Important**

■ Never disconnect the USB cable during printing unless when explicitly allowed to by the PictBridge compliant device. When disconnecting the USB cable between the PictBridge compliant device and machine, follow the instructions given in the device's instruction manual.

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Advanced Guide

About PictBridge Print Settings

➡ Settings on a PictBridge Compliant Device

➡ Settings on the Machine

Settings on a PictBridge Compliant Device

This section describes the PictBridge function of the machine. For the print settings on a PictBridge compliant device, refer to the instructions given in the device's instruction manual.

📖 Note

- In the following description, names of setting items are given according to those used in Canon-brand PictBridge compliant devices. Setting item names may be different depending on the brand or model of your device.
- Some setting items explained below may not be available on some devices. In this case, the settings made on the machine are applied. Also, when some items are set to Default on a PictBridge compliant device, the machine settings for these items are applied.
    - ➡ Settings on the Machine

The following settings can be used when printing from a PictBridge compliant device.

Paper size	4" x 6"/ 10 x 15 cm, 5" x 7"*1, 8" x 10"/ 20 x 25 cm, A4, 8.5" x 11"(Letter), 4" x 7.1"/ 10.1 x 18 cm*2 *1 10x15 may appear on some PictBridge compliant device. *2 Hi Vision may appear on a non-Canon brand PictBridge compliant device.
Paper type	• Default (Selections based on the machine setting) • Photo: Photo Paper Plus Glossy II PP-201/Glossy Photo Paper "Everyday Use" GP-501 /Photo Paper Glossy GP-502/Photo Paper Plus Semi-gloss SG-201/Photo Stickers* * When printing on sticker paper, select 4" x 6"/ 10 x 15 cm in Paper size. Do not set Layout to Borderless. • Fast Photo: Photo Paper Pro II PR-201 • Plain: A4/Letter When Paper type is set to Plain, borderless printing will be disabled even when Layout is set to Borderless.
Layout	Default (Selections based on the machine setting), Index, Bordered, Borderless, N-up (2, 4, 9, 16)*1, 20-up*2, 35-up*3 *1 Layout compatible with A4 or Letter-sized paper and Canon-brand sticker above. A4/Letter: 4-up Photo Stickers: 2-up, 4-up, 9-up, 16-up. *2 With a Canon brand PictBridge compliant device, selecting items with "i" mark allows you to print shooting info (Exif Data) in list format (20-up) or on the margins of the specified data (1-up). (May not be available with some Canon-brand PictBridge compliant devices.) *3 Printed in 35 mm Film Style Layout (Contact Printing Layout). Available only with a Canon-brand PictBridge compliant device. (May not be available with some Canon-brand PictBridge compliant devices.)
Print date & file no.	Default (Off: No printing), Date, File No., Both, Off
Image optimize	Default (Selections based on the machine setting), On*1 (Exif Print), Off, NR (Noise Reduction)*2, VIVID*2, Face*2, Red-Eye*2 *1 Photos are optimized for printing using the Photo optimizer pro function. *2 Can be selected only on certain Canon-brand PictBridge compliant devices. (May not be selected depending on the device.)

| Trimming | Default (Off: No trimming), On (follow the camera's setting), Off |

Settings on the Machine

You can change the PictBridge print settings from the PictBridge settings screen. Set the print settings to Default on the PictBridge compliant device when you want to print according to the settings on the machine.
This section describes the procedure to display the PictBridge settings screen. For setting items, see PictBridge settings.

1. **Make sure that the machine is turned on.**

2. **Press the Menu button repeatedly until Device settings appears.**

3. **Use the ◀▶ button to select PictBridge settings, then press the OK button.**

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Advanced Guide

Printing Photographs from a Wireless Communication Device

➡ Printing via Bluetooth Communication

➡ Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone

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Advanced Guide > Printing Photographs Directly from a Compliant Device or a Wireless Communication Device > Printing Photographs from a Wireless Communication Device > Printing via Bluetooth Communication

Printing via Bluetooth Communication

This section describes the procedure to print photos through Bluetooth communication from a mobile phone with the optional Bluetooth Unit BU-30.

When printing from a mobile phone through Bluetooth communication, refer also to your product's instruction manual.

For the procedure to print through Bluetooth communication from the computer, refer to About Bluetooth Communication .

Note

- Mobile phones supporting OPP (Object Push Profile) or BIP (Basic Imaging Profile) can be used to print photos.
  Depending on your mobile phone, you may not perform printing even if your mobile phone supports the profiles above. For information on the profiles your mobile phone supports, refer to your product's instruction manual.

Printing through Bluetooth Communication

1. **Make sure that the machine is turned on.**

2. **Load paper.**

3. **Attach the optional Bluetooth Unit BU-30.**

   Insert the Bluetooth Unit BU-30 to the Direct Print Port.

4. **Set the page size and layout.**

   ➡ Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone

5. **Start printing from a mobile phone.**

   - **For the device name, select the default value Canon XXX-1 (where "XXX" is your machine's name).**

   - **If you are required to input a passkey, input the default value "0000".**

     You can change the device name of the machine, passkey, and so on from the

Bluetooth settings screen.
➡ Changing the Bluetooth Settings

📖 **Note**

- Communication is possible in a range of up to about 33 ft. / 10 m depending on the conditions below. Printing speed may vary depending on the following conditions:
  Presence of obstacles between the communication equipment, and radio conditions.
  Presence of magnetic fields, static electricity, or electromagnetic interference.
  Receiver sensitivity and antenna performance of the communication equipment.
- Video files cannot be printed.
- Depending on your device, data saved on a memory card may not be printed.
- **About transmittable data**
  - Due to security settings on the mobile phone, downloaded content or photos downloaded from a URL attached to an E-mail cannot be printed.
  - Depending on the size of a photo, it may take a while for this machine to start printing after starting wireless communication.
  - Printed quality and orientation (portrait or landscape) is determined automatically according to the shot photo size.
  - Depending on the photo size shot on the mobile phone, the edges of the image may be cut off when performing borderless printing; the margin size may change when printing with borders.
  - If the photo file is over 1.8 MB in size, it may not be possible to send the file.

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Advanced Guide

Changing the Bluetooth Settings

As preparation for printing through Bluetooth communication, you can change the settings such as the device name and passkey from the Bluetooth settings screen.
This section describes how to display the Bluetooth settings screen. For each setting item, see Bluetooth settings.

1. Make sure that the machine is turned on.

2. Attach the optional Bluetooth Unit BU-30.

   Insert the Bluetooth Unit BU-30 to the Direct Print Port.

3. Press the **Menu** button repeatedly until Device settings appears.

4. Use the ◄► button to select Bluetooth settings, then press the **OK** button.

   The Bluetooth settings screen is displayed.
   ➡Bluetooth Settings Screen

Advanced Guide

Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone

When printing from a mobile phone through Bluetooth communication, select the page size, media type, layout, and etc. on the Mobile phone settings screen. For details on how to print from a computer through Bluetooth communication, refer to About Bluetooth Communication.

* The default is borderless printing on 4 x 6 inches Photo Paper Plus Glossy II.

Displaying the Mobile phone settings screen

This section describes how to display the Mobile phone settings screen. For setting items, see Mobile phone settings.

1. **Make sure that the machine is turned on.**

2. **Attach the optional Bluetooth Unit BU-30.**

Insert the Bluetooth Unit BU-30 to the Direct Print Port.

3. **Press the Menu button repeatedly until Device settings appears.**

4. **Use the** ◄► **button to select Mobile phone settings, then press the OK button.**

The Mobile phone settings screen is displayed. For the setting items, see   Mobile phone settings.

Advanced Guide

Maintenance

➡ Cleaning Your Machine

➡ Aligning the Print Head

➡ Performing Maintenance from a Computer

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Advanced Guide

Cleaning Your Machine

➡ Cleaning

➡ Cleaning the Exterior of the Machine

➡ Cleaning the Platen Glass and Document Cover

➡ Cleaning the ADF

➡ Cleaning the Inside of the Machine (Bottom Plate Cleaning)

➡ Cleaning the Protrusions inside the Machine

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![Advanced Guide]

Advanced Guide > Maintenance > Cleaning Your Machine > Cleaning

Cleaning

This section describes the cleaning procedure that is needed to maintain your machine.

Important

- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning the exterior of the machine so as not to scratch the surface. Be sure to use a soft cloth.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the machine's surface.

➡ Cleaning the Exterior of the Machine

➡ Cleaning the Platen Glass and Document Cover

➡ Cleaning the ADF

➡ Cleaning the Inside of the Machine (Bottom Plate Cleaning)

➡ Cleaning the Protrusions inside the Machine

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Advanced Guide

Cleaning the Exterior of the Machine

Be sure to use a soft cloth such as eyeglasses cleaning cloth and wipe off dirt on the surface gently.
Smooth out wrinkles on the cloth if necessary before cleaning.

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials, as this may scratch the surface.

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Advanced Guide

Cleaning the Platen Glass and Document Cover

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

With a clean, soft, lint-free cloth, wipe the Platen Glass (A), the inner side of the Document Cover (white sheet) (B), the glass of the ADF (C), and the inner side of the ADF (white area) (D) gently. Be sure not to leave any residue, especially on the Platen Glass.

Important

- The inner side of the Document Cover (white sheet) (B) is easily damaged, so wipe it gently.

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Advanced Guide

Cleaning the ADF

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

1. Open the Document Tray.

2. Open the Document Feeder Cover.
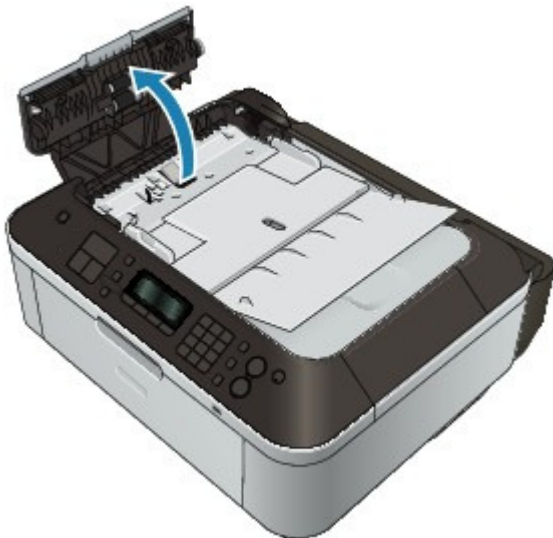
3. With a soft, clean, lint-free and dry cloth, wipe off any paper dust from the inside of the Document Feeder Cover (A).
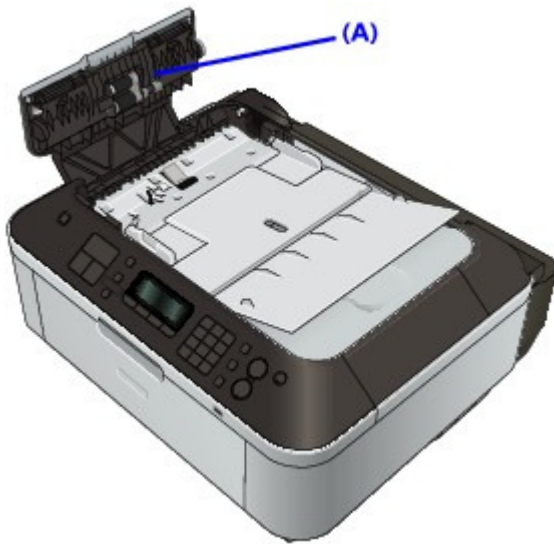
4. After wiping, close the Document Feeder Cover by pushing it until it clicks into place.

5. Close the Document Tray.

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Advanced Guide

Cleaning the Inside of the Machine (Bottom Plate Cleaning)

This section explains how to clean the inside of the machine. If the inside of the machine becomes dirty, printed paper may get dirty, so we recommend performing cleaning regularly.

1. Make sure that the machine is turned on.

2. Open the Paper Output Tray gently.

3. Remove any paper from the Rear Tray.

4. Fold a single sheet of A4 or Letter-sized plain paper in half widthwise, then unfold the paper.

5. Load this and only this sheet of paper on the Rear Tray with the open side facing to the front.

(A) Load the paper after unfolding it.

6. Press the **Menu** button repeatedly until Maintenance appears.

7. Use the ◄► button to select Bottom cleaning, then press the **OK** button.

   The paper cleans the inside of the machine as it feeds through the machine.
   Check the folded part of the ejected paper. If it is smudged with ink, perform Bottom Plate Cleaning again.
   If the problem is not resolved after performing cleaning again, the protrusions inside the machine may be stained. Clean them according to instructions.
   ➡ Cleaning the Protrusions inside the Machine

   Note

   - When performing Bottom Plate Cleaning again, be sure to use a new sheet of paper.

Advanced Guide

Cleaning the Protrusions inside the Machine

If protrusions inside the machine are stained, wipe off any ink from the protrusions using a cotton swab or the like.

> 🚩 **Important**
>
> - Be sure to turn off the power and disconnect the power plug before cleaning the machine.
> - The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
> - The machine cannot receive faxes when the power is turned off.
> - If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

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Advanced Guide

Aligning the Print Head

➡ Aligning the Print Head

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Advanced Guide

Aligning the Print Head

If printed ruled lines are misaligned or print results are otherwise unsatisfactory, adjust the print head position.

Note

- If the remaining ink level is low, the print head alignment sheet will not be printed correctly. Replace the FINE Cartridge whose ink is low.
  ➡ Routine Maintenance

1. Make sure that the machine is turned on.

2. Load a sheet of A4 or Letter-sized plain paper in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Print the print head alignment sheet.

   1. Press the **Menu** button repeatedly until Maintenance appears.
   2. Use the ◀▶ button to select Print head alignment, then press the **OK** button.
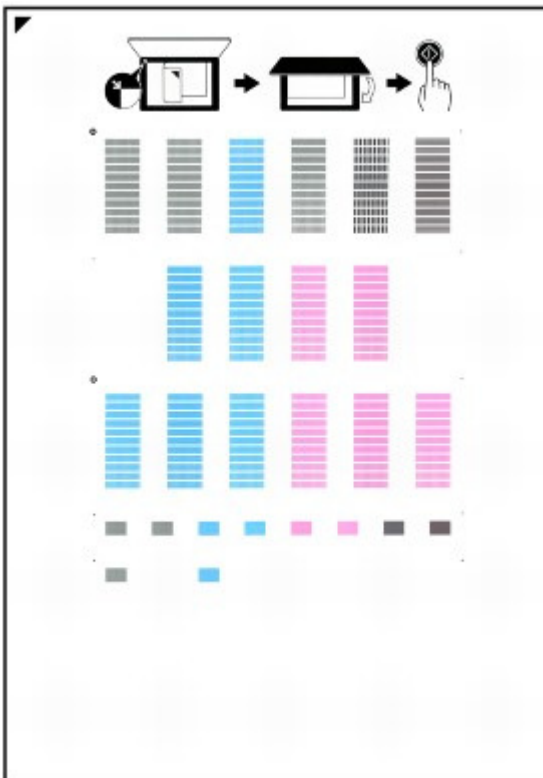
      The print head alignment sheet will be printed.

   Important

   - Do not touch any printed part on the print head alignment sheet.
   - Be careful not to get the print head alignment sheet dirty. If the sheet is stained or wrinkled, it may not be scanned properly.

5. Scan the print head alignment sheet to adjust the print head position.

1. Load the print head alignment sheet on the Platen Glass.

   Load the print head alignment sheet WITH THE PRINTED SIDE FACING DOWN and align the mark ▛ on the upper left corner of the sheet with the alignment mark (⬊).

   Note
   - The print head alignment sheet cannot be scanned if it is loaded in the ADF.

2. Close the Document Cover gently, then press the **Color** or **Black** button.

   The machine starts scanning the print head alignment sheet, and the print head position will be adjusted automatically.
   When adjusting the print head position is completed, remove the print head alignment sheet on the Platen Glass.

   Important
   - Do not open the Document Cover or remove the print head alignment sheet on the Platen Glass until adjusting the print head position is completed.
   - If adjusting the auto print head position has failed, Failed to scan the head alignment sheet is displayed on the LCD.
     ➡ An Error Message Is Displayed on the LCD

   Note
   - If the print results are still not satisfactory after adjusting the print head position as described above, adjust the print head position manually from the computer.
     ➡ Aligning the Print Head Position
   - To print and check the current head position adjustment values, select Print head align value in the Maintenance menu.

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Advanced Guide

Performing Maintenance from a Computer

➡ Cleaning the Print Heads

➡ Cleaning the Paper Feed Rollers

➡ Aligning the Print Head Position

➡ Checking the Print Head Nozzles

➡ Cleaning Inside the Machine

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Advanced Guide

Advanced Guide > Maintenance > Performing Maintenance from a Computer > Cleaning the Print Heads

Cleaning the Print Heads

The print head cleaning function allows you to unclog clogged nozzles in the print head. Perform print head cleaning if printing is faint or a specific color fails to print, even though there is enough ink.

The procedure for cleaning the print heads is as follows:

Cleaning

1. Open the printer driver setup window

2. Click Cleaning on the Maintenance tab

   The Print Head Cleaning dialog box opens. Follow the instruction shown in the dialog box.
   Click Initial Check Items to display the items you need to check before performing Cleaning.

3. Execute cleaning

   Make sure that the machine is on and then click Execute.

   Print head cleaning starts.

4. Complete cleaning

   The Nozzle Check dialog box opens after the confirmation message.

5. Check the results

   To check whether the print quality has improved, click Print Check Pattern. To cancel the check process, click Cancel.

   If cleaning the head once does not resolve the print head problem, clean it once more.

Deep Cleaning

Deep Cleaning is more thorough than cleaning. Perform deep cleaning when two Cleaning attempts do not resolve the print head problem.

1. Open the printer driver setup window

2. Click Deep Cleaning on the Maintenance tab

   The Deep Cleaning dialog box opens. Follow the instruction shown in the dialog box.
   Click Initial Check Items to display the items you need to check before performing Deep Cleaning.

3. Execute deep cleaning

   Make sure that the machine is on and then click Execute.
   Click OK when the confirmation message appears.

   Print head deep cleaning starts.

4. Complete deep cleaning

   The Nozzle Check dialog box opens after the confirmation message.

5. Check the results

To check whether the print quality has improved, click Print Check Pattern. To cancel the check process, click Cancel.

> ⚑ **Important**
>
> - Cleaning consumes a small amount of ink. Deep Cleaning consumes a larger amount of ink than Cleaning.
>   Cleaning the print heads frequently will rapidly deplete your printer's ink supply. Consequently, perform cleaning only when necessary.

> 📖 **Note**
>
> - If there is no sign of improvement after Deep Cleaning, switch off the machine, wait 24 hours, and then perform Deep Cleaning again. If there is still no sign of improvement, see " Machine Moves But Ink Is Not Ejected ."

Related Topic

➡ Checking the Print Head Nozzles

Advanced Guide

Cleaning the Paper Feed Rollers

Cleans the paper feed roller. Perform feed roller cleaning when there are paper particles sticking to the paper feed roller and paper is not fed properly.

The procedure for performing the feed roller cleaning is as follows:

Roller Cleaning

1. **Prepare the machine**

   Remove all sheets of paper from the rear tray.

2. **Open the printer driver setup window**

3. **Click Roller Cleaning on the Maintenance tab**

   The confirmation message appears.

4. **Execute paper feed roller cleaning**

   Make sure that the machine is on and click OK.
   Paper feed roller cleaning starts.

5. **Complete paper feed roller cleaning**

   After the rollers have stopped, follow the instruction in the message, load three sheets of plain paper into the rear tray, and click OK.

   Paper will be ejected and feed roller cleaning will be completed.

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Advanced Guide

Aligning the Print Head Position

Print head alignment corrects the installation positions of the print head and improves deviated colors and lines.

This machine supports two head alignment methods: automatic head alignment and manual head alignment.
To perform automatic head alignment, refer to "Aligning the Print Head" in the manual: Basic Guide and then execute the function from the operation panel of the machine.

The procedure for performing manual print head alignment is as follows:

 Print Head Alignment

1. Open the printer driver setup window

2. Click Custom Settings on the Maintenance tab

   The Custom Settings dialog box opens.

3. Switch head alignment to manual

   Check the Align heads manually check box.

4. Transmit the settings

   Click Send, and click OK when the confirmation message appears.

5. Click Print Head Alignment on the Maintenance tab

   The Start Print Head Alignment dialog box opens.

6. Load paper in the machine

   Load three sheets of A4 size or Letter size plain paper into the rear tray.

7. Execute head alignment

   Make sure that the machine is on and click Align Print Head.
   Follow the instruction in the message.

8. Check the printed pattern

   Enter the numbers of the patterns with the least amount of streaks in the associated boxes.
   Clicking the patterns with the least amount of streaks in the preview window, will automatically set their numbers in the associated boxes.

When you have entered all the necessary values, click OK.

Note

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable vertical white streaks.

(A) Less noticeable vertical white streaks
(B) More noticeable vertical white streaks

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable horizontal white streaks.

(A) Less noticeable horizontal white streaks
(B) More noticeable horizontal white streaks

9. Confirm the displayed message and click OK

The second pattern is printed.

Important

- Do not open the Scanning Unit (Cover) while printing is in progress.

10. Check the printed pattern

Enter the numbers of the patterns with the least amount of streaks in the associated boxes.
Clicking the patterns with the least amount of streaks in the preview window, will automatically set their numbers in the associated boxes.
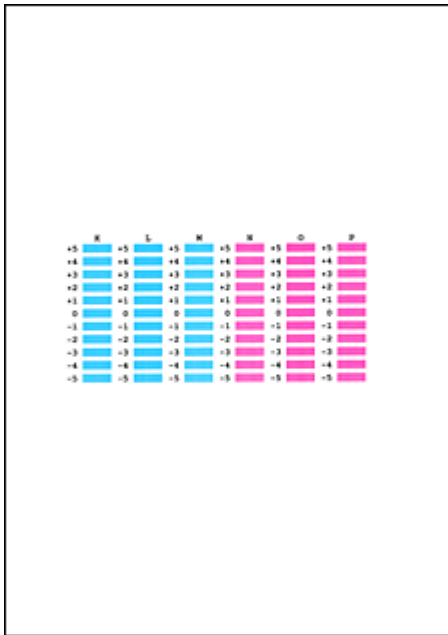
When you have entered all the necessary values, click OK.

Note

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable vertical white streaks.

(A) Less noticeable vertical white streaks
(B) More noticeable vertical white streaks

11. Confirm the displayed message and click OK

The third pattern is printed.

Important

- Do not open the Scanning Unit (Cover) while printing is in progress.

12. Check the printed pattern

Enter the numbers of the patterns with the least noticeable horizontal stripes in the associated boxes.
Clicking the patterns with the least noticeable horizontal stripes in the preview window, will automatically set their numbers in the associated boxes.
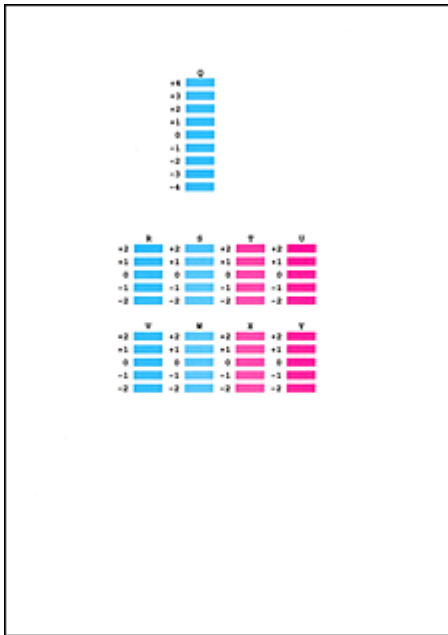
When you have entered all the necessary values, click OK.

Note

■ If it is difficult to pick the best pattern, pick the setting that produces the least noticeable horizontal white stripes.

(A) Less noticeable horizontal white stripes
(B) More noticeable horizontal white stripes

Note

■ To print and check the current setting, open the Start Print Head Alignment dialog box, and click Print Alignment Value.

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Checking the Print Head Nozzles

The nozzle check function allows you to check whether the print heads are working properly by printing a nozzle check pattern. Print the pattern if printing becomes faint, or if a specific color fails to print.

The procedure for printing a nozzle check pattern is as follows:
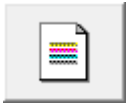
Nozzle Check

1. Open the printer driver setup window

2. Click Nozzle Check on the Maintenance tab

   The Nozzle Check dialog box opens.
   To display a list of items that you should check before printing the nozzle check pattern, click Initial Check Items.

3. Load paper in the machine

   Load a sheet of A4 size or Letter size plain paper into the rear tray.

4. Print a nozzle check pattern

   Make sure that the machine is on and click Print Check Pattern.
   Printing of the nozzle check pattern begins.

   Click OK when the confirmation message appears.
   The Pattern Check dialog box opens.

5. Check the print result

   Check the print result. When the print result is normal, click Exit.
   If the print result is smudged or if there are any unprinted sections, click Cleaning to clean the print head.

Related Topic

Cleaning the Print Heads

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![Advanced Guide]

Cleaning Inside the Machine

Perform bottom plate cleaning before you execute duplex printing to prevent smudges on the back side of the paper.
Also perform bottom plate cleaning if ink smudges caused by something other than print data appear on the printed page.

For details on how to load paper into the machine, see " Cleaning the Inside of the Machine (Bottom Plate Cleaning) ."
The procedure for performing bottom plate cleaning is as follows:

Bottom Plate Cleaning

1. Open the printer driver setup window

2. Click Bottom Plate Cleaning on the Maintenance tab

   The Bottom Plate Cleaning dialog box opens.

3. Load paper in the machine

   As instructed in the dialog box, fold the A4 size or Letter size plain paper in half horizontally, and then unfold the sheet.
   Load the paper into the rear tray in the portrait orientation with the crest of the crease facing down.

4. Perform the bottom plate cleaning

   Make sure that the machine is on and click Execute.
   Bottom plate cleaning starts.

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Advanced Guide

About Bluetooth Communication

➡ Handling Precautions

➡ Preparation to Use the Bluetooth Unit

➡ Printing Data via Bluetooth Communication

➡ Basic Procedure for Printing via Bluetooth Communication

➡ Bluetooth Settings

➡ Troubleshooting

➡ Specifications

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Advanced Guide

Handling Precautions

➡ Shipping the Product

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Advanced Guide

Shipping the Product

This product may not be used in countries or regions other than the country or region where it was purchased due to local laws and regulations. Please note that the use of this product in such countries or regions may lead to penalties and that Canon should not be liable for such punishment.

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Advanced Guide

Preparation to Use the Bluetooth Unit

➡ Bluetooth Unit

➡ Attaching to and Removing from the Printer

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Advanced Guide

Bluetooth Unit

The Bluetooth Unit BU-30 (hereafter referred to as the Bluetooth unit) is an adaptor which can be used with a Canon IJ printer with Bluetooth interface.

By attaching the Bluetooth unit to a Canon IJ printer with Bluetooth interface, wireless printing from a Bluetooth enabled device, such as a computer or mobile phone, is possible.

Note

- Communication is possible in a range of up to about 33 ft. / 10 m depending on the conditions below. Printing speed may vary depending on the following conditions:
  - Presence of obstacles between the communication equipment and radio wave conditions.
  - Presence of magnetic fields, static electricity or electromagnetic interference.
  - Software and operating system to be used.
  - Receiver sensitivity and antenna performance of the communication equipment.

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Attaching to and Removing from the Printer

➡ Attaching the Bluetooth Unit to the Printer

➡ Removing the Bluetooth Unit from the Printer

Attaching the Bluetooth Unit to the Printer

Attach the Bluetooth unit to the Direct Print Port (A) of the printer in accordance with the following procedure.

The external appearance may differ depending on the printer you are using.
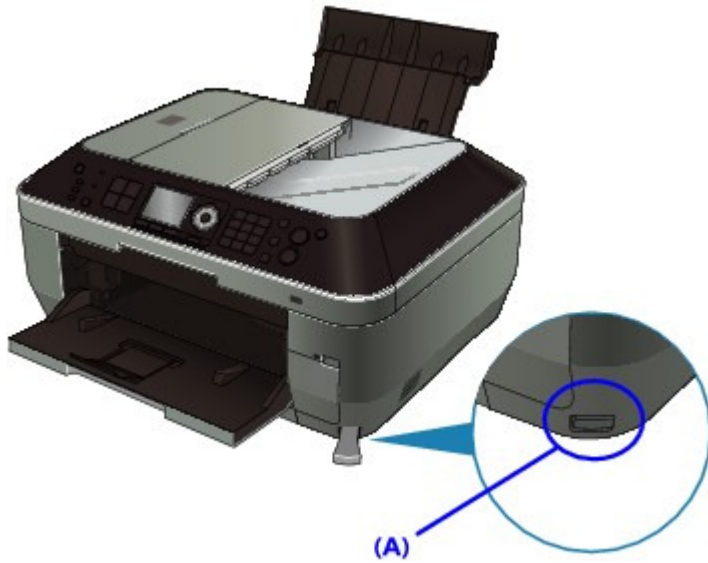
1. **Make sure that the printer is turned on.**

   Make sure that any lamp on the Operation Panel is lit.

2. **Insert the Bluetooth unit to the Direct Print Port of the printer.**

   Detach the cap from the Bluetooth unit. Store the cap in a safe location.
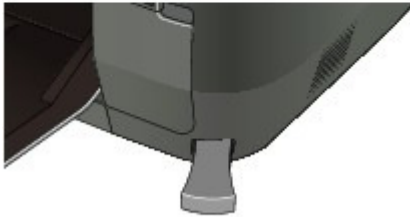
📖**Note**

- When the Bluetooth unit is properly attached to the printer with the **Power** lamp, the **Power** lamp on the printer flashes twice. When the Bluetooth unit is properly attached to the printer without the **Power** lamp, the message is displayed on the LCD.

Removing the Bluetooth Unit from the Printer

Remove the Bluetooth unit from the Direct Print Port of the printer in accordance with the following procedure.

1. **Remove the Bluetooth unit from the Direct Print Port of the printer.**

   🚩**Important**

   - Make sure that the lamp on the Bluetooth unit is neither lit nor flashing before you remove the Bluetooth unit.
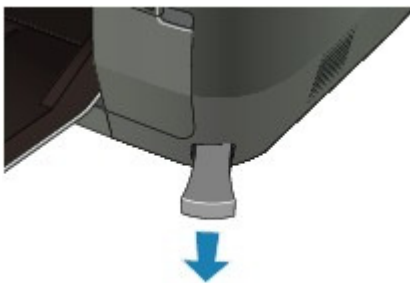
   🚩**Important**

   - Store the Bluetooth unit with the cap attached.

Advanced Guide

Printing Data via Bluetooth Communication

➡ Preparation

➡ Installing the MP Drivers

➡ Setting the Printer

➡ Registering the Printer

➡ Deleting the Printer

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Advanced Guide

Preparation

In order to print via Bluetooth communication with Windows, the following system requirements must be satisfied.

- **Computer**

  A computer in which an internal Bluetooth module is installed or a computer to which an optional Bluetooth adapter (available from various manufacturers) is attached.

- **OS**

  Microsoft Windows 7 (Satisfying the following condition is required)

  - **Add a Bluetooth Device is displayed in Hardware and Sound under Control Panel**

  Microsoft Windows Vista (Satisfying any one of the following conditions is needed)

  - **Bluetooth Devices is displayed in Hardware and Sound under Control Panel**

  - **Bluetooth Stack for Windows by Toshiba Version 5.10.04 or later is installed**

  Microsoft Windows XP (Satisfying any one of the following conditions is needed)

  - **Windows XP SP2 or later is installed, and Bluetooth Devices is displayed in Printers and Other Hardware under Control Panel**

  - **Bluetooth Stack for Windows by Toshiba Version 3.00.10 or later is installed**

    For more information about how to confirm the version of Bluetooth Stack for Windows by Toshiba, see Check 2: Is unsupported Bluetooth driver used? .

In order to connect the Bluetooth unit and print via Bluetooth communication, the following steps are required.

1. Check that the Bluetooth unit is properly attached to the printer.

   See Attaching to and Removing from the Printer .

2. Install the MP Drivers.

   See Installing the MP Drivers .

3. Check the device name of the printer using the LCD.

   See Setting the Printer.

4. Register the printer as a Bluetooth device using Bluetooth Devices.

   - **When using Windows 7, and when Add a Bluetooth Device is displayed in Hardware and Sound under Control Panel**

     Authenticate the printer as a Bluetooth device on Add a Bluetooth Device in Printers and Other Hardware under Control Panel.

     See Registering the Printer .

   - **When using Windows Vista, and when Bluetooth Devices is displayed in Hardware and Sound under Control Panel**

     Authenticate the printer as a Bluetooth device on Bluetooth Devices in Hardware and Sound under Control Panel.

     See Registering the Printer .

- **When using Windows XP SP2 or later, and when Bluetooth Devices is displayed in Printers and Other Hardware under Control Panel**

  Authenticate the printer as a Bluetooth device on Bluetooth Devices in Printers and Other Hardware under Control Panel.

  See Registering the Printer .

- **When using a Toshiba Windows Vista or Windows XP computer**

  Authenticate the printer as a Bluetooth device using Bluetooth Settings*.

  * When the computer which has Bluetooth Stack for Windows by Toshiba or the program attached to the Bluetooth adapter of the option manufactured by Toshiba is used, the computer can register a printer easily.

  Bluetooth Settings can be started by clicking Start and selecting All Programs, TOSHIBA, Bluetooth, and Bluetooth Settings.

  For details on Bluetooth Settings, refer to the software application's instruction manual.

- **The operations may vary depending on your operating program. In this case, refer to your computer's operation manual.**

Advanced Guide

Advanced Guide > About Bluetooth Communication > Printing Data via Bluetooth Communication > Installing the MP Drivers

Installing the MP Drivers

Note

- If you use the printer connecting with a computer, the MP Drivers have already been installed. In this case, move to the next step.
  Setting the Printer

Before connecting the Bluetooth unit to the printer for wireless printing, first the USB cable must be connected between the printer and computer, and the MP Drivers must be installed.

If you reinstall the MP Drivers, perform Custom Install on the *Setup CD-ROM*, then select MP Drivers.

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Advanced Guide

Setting the Printer

This section describes the procedures for checking the settings of the Bluetooth unit on the LCD of the printer in preparation for Bluetooth printing.

Canon IJ printers with the Bluetooth interface are divided into two types. One is equipped with a graphic LCD, and the other with a text LCD.

If you need more information about the Bluetooth settings, see Setting Bluetooth Printing.

1. Make sure that the Bluetooth unit is attached and the printer is turned on.

   For information about how to attach the Bluetooth unit, see Attaching to and Removing from the Printer.

2. Display the Bluetooth settings screen on the LCD.

   For information about how to display the Bluetooth settings screen, refer to Changing the Machine Settings on the LCD.

   Graphic LCD

   Text LCD

   ### 📖 Note

   - If the Bluetooth settings screen is not displayed on the LCD, the Bluetooth unit may not be attached correctly. Remove the Bluetooth unit from the printer and attach it once again.
   - For details, see Attaching to and Removing from the Printer.
   - If the Bluetooth settings screen still is not displayed, the Bluetooth unit may be faulty. In this case, contact the service center.

3. Select Select device name/Device name.

   The Select device name/Device name screen is displayed.

   Graphic LCD
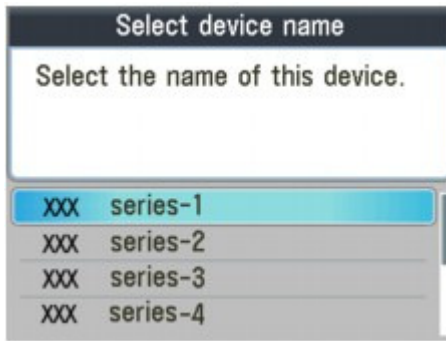
Text LCD
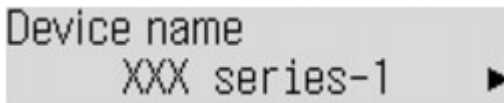
4. Check the device name.

The device name is necessary to register the printer as a Bluetooth device. Be sure to note the device name.

📖 Note

- If multiple printer units with the same model name are connected to the system, assigning a different device name to each printer is recommended for easy identification of the printer you will use. See Bluetooth Settings Screen.

After checking the device name, press the **OK** button on the printer.
After checking the Bluetooth settings using the LCD, register the printer on your computer.
➡ Registering the Printer

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Advanced Guide

Registering the Printer

Register the printer as a Bluetooth device using Bluetooth Devices (Add a Bluetooth Device in Windows 7) under Control Panel.

Note

- Before registering the printer on Bluetooth Devices (Add a Bluetooth Device in Windows 7) under Control Panel, enable the Bluetooth function of your computer.
  For more information, refer to your computer's operation manual.
- If you want to re-register the printer as a Bluetooth device, first delete the registered printer, and then re-register it.
  See Deleting the Printer.

- **In Windows 7 or Windows Vista:**

  The following procedure is described assuming that Windows Vista has been installed in your computer.

  1. Log into a user account with the administrator privilege.

  2. Click Control Panel, Bluetooth Device under Hardware and Sound, then Add Wireless Device.

     In Windows 7, click Control Panel, then Add a Bluetooth Device under Hardware and Sound.

  3. Select the device name of the printer and click Next.
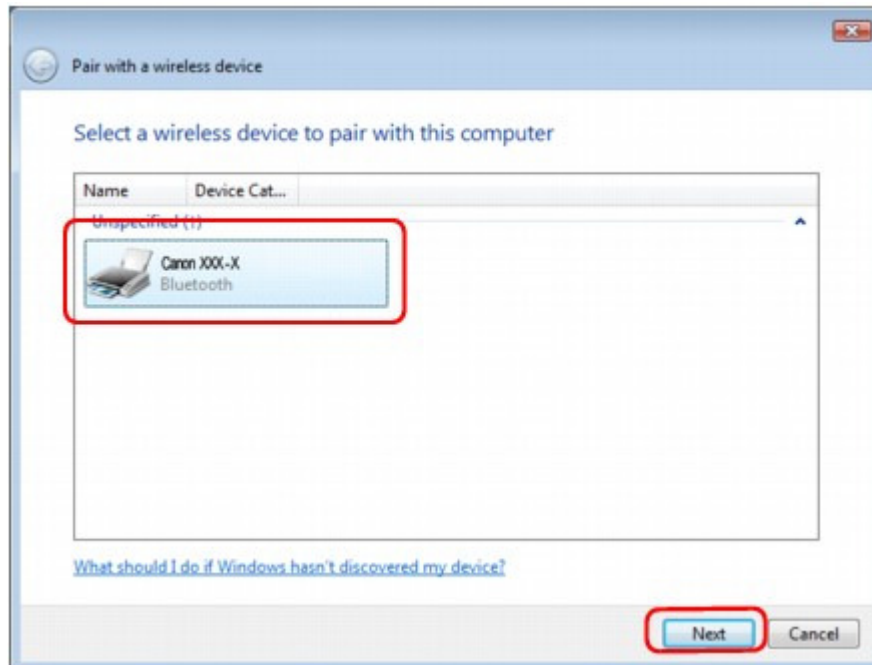
     Select the same device name as that checked under Setting the Printer.

     ### Note

     - If the device name is not displayed, see Check 3: Is the printer name which you want to register displayed in Printer List? in Troubleshooting.

  4. Select Pair without using a code.
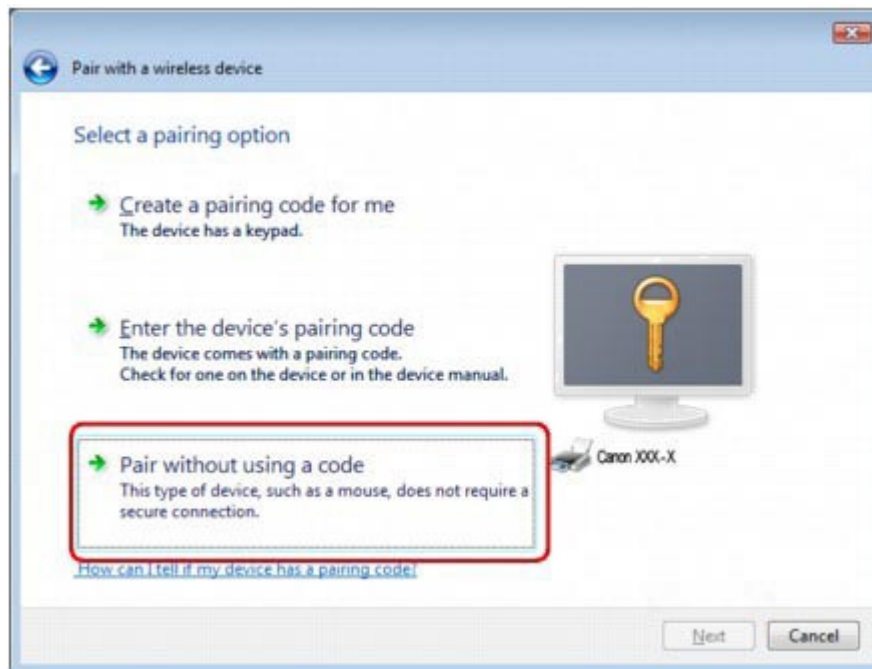
When registering this printer, Pairing with this wireless device (Connecting with this device in Windows 7) is displayed.

📖 Note

- If you set a passkey on the printer, select Enter the device's pairing code and input the passkey, then click Next.
  For more information about setting a passkey, see Bluetooth Settings Screen .

5. When This wireless device is paired with this computer is displayed, click Close.

In Windows 7, when This device has been successfully added to this computer is displayed, click Close.

Now, the settings for printing via Bluetooth communication are ready.

📖 Note

- In Windows Vista, the Windows needs to install driver software for your Bluetooth Peripheral Device screen may be displayed automatically. In this case, click Don't show

this message again for this device.

- **In Windows XP:**

    1. Log into a user account with the administrator privilege.

    2. Click Control Panel, Printers and Other Hardware, then Bluetooth Devices.

    3. Click Add on the Devices sheet.
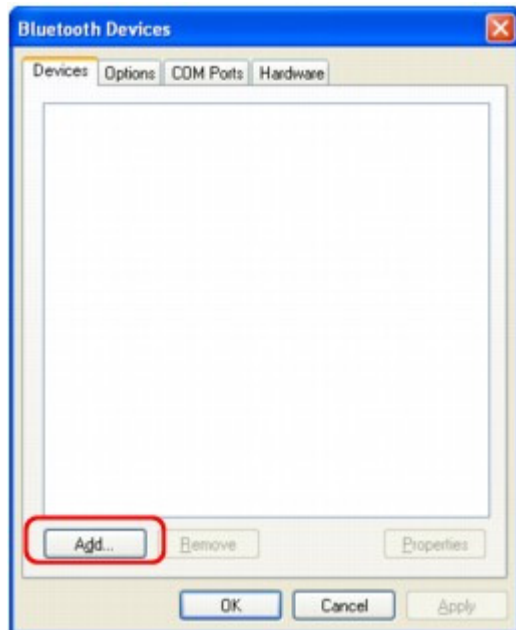
    Add Bluetooth Device Wizard will start.

    4. Make sure that the printer is turned on, check the My device is set up and ready to be found check box and then click Next.

    5. Select the device name of the printer and click Next.

Select the same device name as that checked under Setting the Printer.

Note

- If the device name is not displayed, see Check 3: Is the printer name which you want to register displayed in Printer List?.

6. Select Don't use a passkey, and then Next.
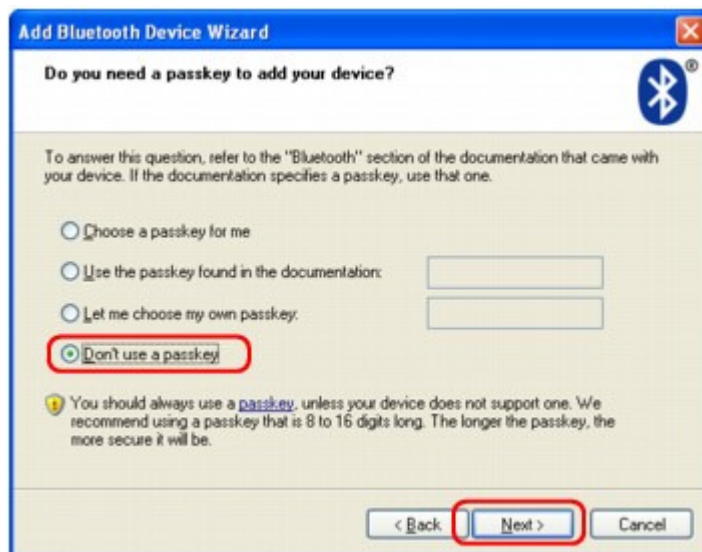
Note

- If you set a passkey on the printer, select Use the passkey found in the documentation and input the passkey then click Next.
  For more information about a passkey, see Bluetooth Settings Screen .

7. Click Finish.

8. Check that the device name selected at step 5 is registered on the Devices sheet, and click OK.
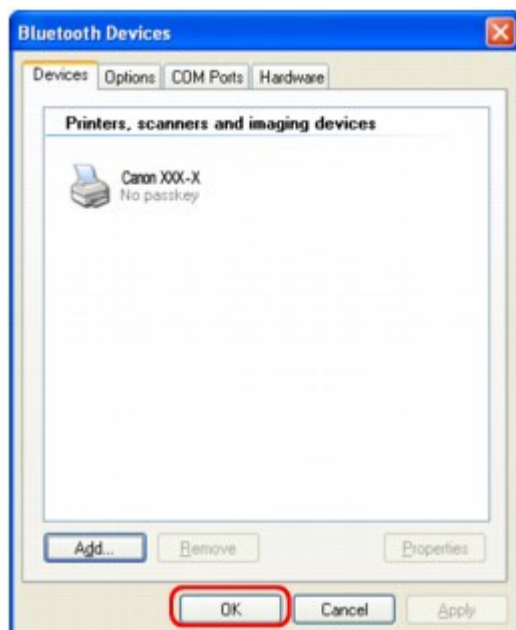
Now, the settings for printing via Bluetooth communication are ready.

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Deleting the Printer

This section describes the procedure to delete the registered printer.

If you want to re-register the printer as a Bluetooth device, first follow the procedure below to delete the printer, and then re-register it.

For the procedure to re-register the printer, see Registering the Printer .

The steps described in this section are for printing in Windows Vista.

1. Log into a user account with the administrator privilege.

2. Click Control Panel, then Printers under Hardware and Sound.

   When using Windows 7, click Control Panel, then Devices and Printers under Hardware and Sound. When using Windows XP, click Control Panel, then Printers and Faxes under Printers and Other Hardware.

3. Click the icon of the printer used for printing via Bluetooth communication.

4. Select Delete from the Organize menu.

   When using Windows 7, select Remove device.
   When using Windows XP, select Delete from the File menu.

- **In Windows Vista or Windows XP:**

   Continue following the procedure below to delete the printer from Bluetooth Devices.
   - In Windows Vista:
     1. Click Control Panel, then Bluetooth Devices under Hardware and Sound.
     2. Click the icon of the printer used for printing via Bluetooth communication.
     3. Select Remove Wireless Device.
   - In Windows XP:
     1. Click Control Panel, then Bluetooth Devices under Printers and Other Hardware.
     2. On the Devices sheet click the icon of the printer used for printing via Bluetooth communication.
     3. Click Remove.

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Advanced Guide

Basic Procedure for Printing via Bluetooth Communication

➡ Printing with Computers

➡ Printing with Bluetooth Compliant Devices other than a Computer

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Advanced Guide

Printing with Computers

When using Bluetooth communication, also refer to the computer's instruction manual.

When printing from a Bluetooth compliant device other than a computer, see Printing with Bluetooth Compliant Devices other than a Computer.

Note

- Depending on your application program, operations may differ. For details, refer to the instruction manual of your software application.
  The steps described in this section are for printing in Windows Vista.
- Bluetooth communication distance: Approx. 33 ft./10 m in normal environment.
  The distance may vary depending on the radio conditions or the communication equipment.

1. Turn on the printer and load paper.

2. Create a document or open a file to print using an appropriate application software.

3. Open the printer properties dialog box.

   1. Select Print on the application software's File menu.

      The Print dialog box opens.

   2. Select the printer to which you attached the Bluetooth unit such as Canon XXX Printer (Copy X) from Select Printer.

   3. Click Preferences (or Properties).

      The Quick Setup sheet of the Printing Preferences dialog box is displayed.
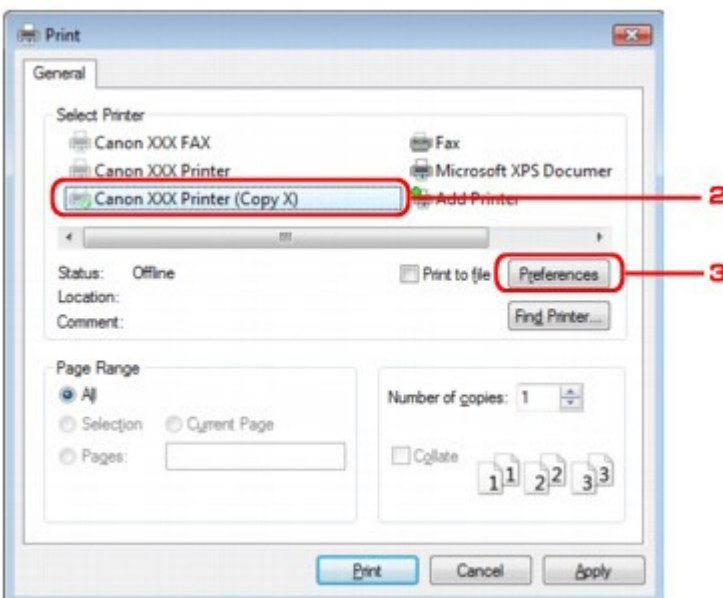
Note

- The printer registered on Bluetooth Devices (Add a Bluetooth Device in Windows 7) is displayed as Canon XXX Printer (Copy X).
- "X" is a device name or a digit. The number of digits may differ depending on the printer.

4. Specify the required settings.
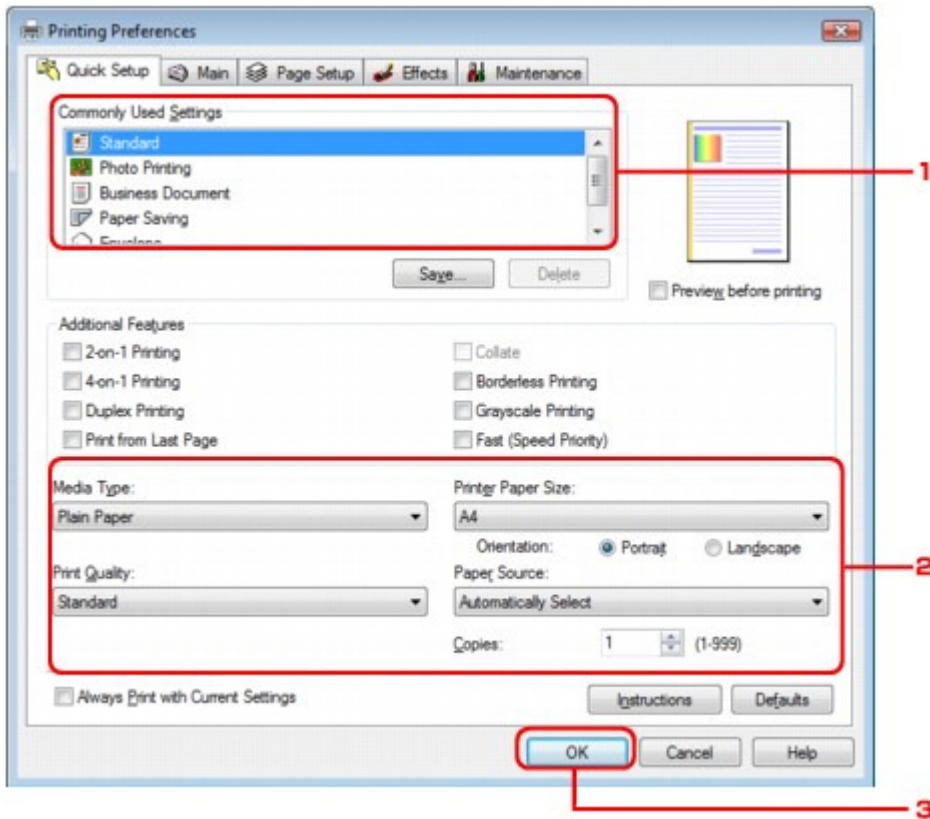
1. Select the print setting in Commonly Used Settings.
2. Confirm the required print settings in Media Type, Printer Paper Size, and so on.

   📖 **Note**
   - You can specify the advanced print settings on Main sheet and Page Setup sheet. For details on the print settings, refer to Various Printing Methods .

3. Click OK.

   The Print dialog box is displayed.

5. Click Print (or OK) to print the document.
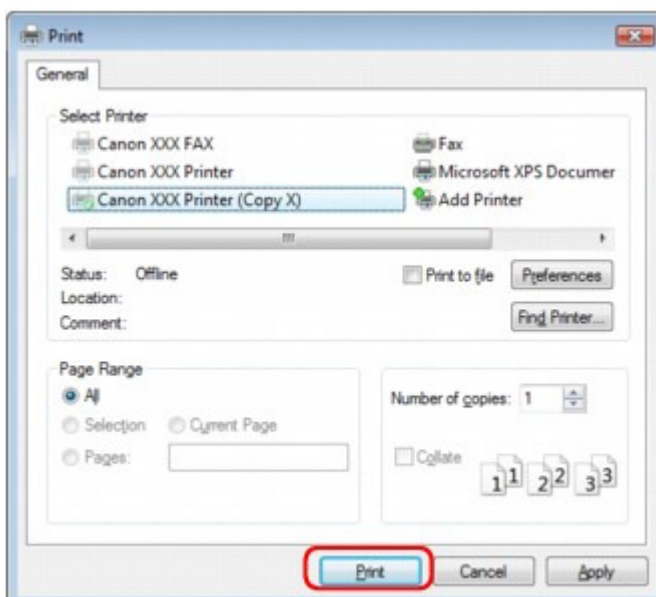
Printing begins.

📖 **Note**

- When you use a USB cable for printing, select Canon XXX Printer from Select Printer.
- To cancel a print job in progress, press the **Stop** button on the printer or click Cancel Printing on the printer status monitor. After printing is canceled, a sheet of paper may be ejected with no printing results.
  To display the printer status monitor, click Canon XXX Printer (Copy X) on the taskbar.
- "X" is a device name or a digit. The number of digits may differ depending on the printer.

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Advanced Guide > About Bluetooth Communication > Basic Procedure for Printing via Bluetooth Communication > Printing with Bluetooth Compliant Devices other than a Computer

Printing with Bluetooth Compliant Devices other than a Computer

The LCD of the printer allows you to perform settings for printing using Bluetooth compliant devices other than a computer.

When you print with one of these devices, also refer to your product's instruction manual.

When printing from a computer, see Printing with Computers .

Note

- Mobile phones, PDAs and digital cameras supporting OPP (Object Push Profile) or BIP (Basic Imaging Profile) can print photos.
  Depending on your product, you may not perform printing even if your product supports the profiles above. For details of profiles, refer to your product's instruction manual.

1. Turn on the printer and load paper.

2. Display the Mobile phone settings/Mobile phone print settings screen on the LCD and set the media type and the paper size.

   For information about how to display the Mobile phone settings/Mobile phone print settings screen, refer to Changing the Machine Settings on the LCD .

3. Start printing from the Bluetooth compliant device.

   When you select the device name, select the initial value of the printer "Canon XXX-1" (where "XXX" is your printer's name).
   If you are required to input the passkey, input the initial value "0000".
   You can change the device name of the printer or passkey on the Bluetooth settings screen on the LCD.
   ➡ Setting Bluetooth Printing

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Advanced Guide

Bluetooth Settings

➡ Setting Bluetooth Printing

➡ Bluetooth Settings Screen

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Advanced Guide

Setting Bluetooth Printing

1. Make sure that the printer is turned on, and attach the Bluetooth unit.

   ### 📖 Note

   - When the Bluetooth unit is properly attached to the printer with the **Power** lamp, the **Power** lamp on the printer flashes twice. When the Bluetooth unit is properly attached to the printer without the **Power** lamp, the message is displayed on the LCD.

2. Display the Bluetooth settings screen on the LCD.

   For information about how to display the Bluetooth settings screen, refer to Changing the Machine Settings on the LCD .

3. Select the contents which you want to set on the LCD.

   ➡ Bluetooth Settings Screen

   ### 📖 Note

   - For information about how to set a media type and a paper size when printing from a mobile phone, refer to Changing the Machine Settings on the LCD .

Advanced Guide

Bluetooth Settings Screen

Canon IJ printers with the Bluetooth interface are divided into two types. One is equipped with a graphic LCD, and the other with a text LCD.

- **Graphic LCD**
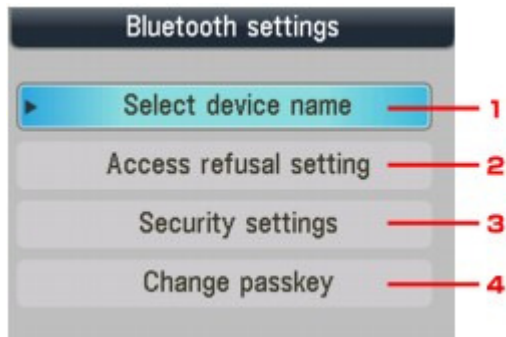
- **Text LCD**
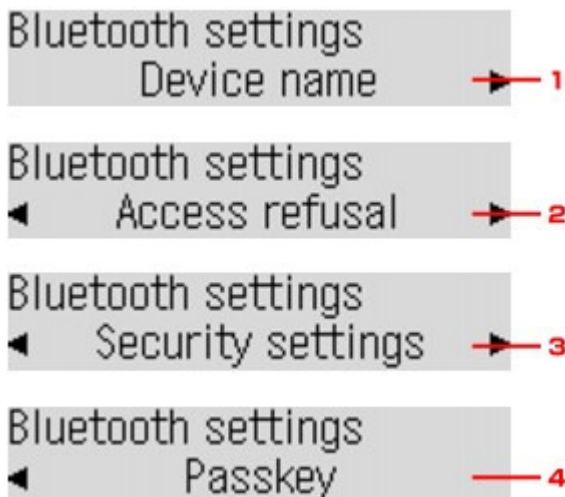
1. **Select device name/Device name**

   Displays the device name of the printer to which the Bluetooth unit is attached.
   ➡ Select device name/Device name Screen

2. **Access refusal setting/Access refusal**

   Selecting ON will disable searching of this printer by a Bluetooth-compatible device.
   ➡ Access refusal setting/Access refusal Screen

3. **Security settings**

   Select Enable and then specify the security mode to activate the passkey set on the Change passkey/Passkey screen.
   ➡ Security settings Screen

4. **Change passkey/Passkey**

   You can change the passkey. The passkey refers to an identification number to be determined. It is used to prevent unwanted access from other Bluetooth devices. The initial value is set to 0000.
   ➡ Change passkey/Passkey Screen

Select device name/Device name Screen

Allows you to set the device name of the printer on a Bluetooth device.

In the example used for this explanation, the model name is set to MX870 series.

When a model other than MX870 series is used, whatever appears in place of "MX870" becomes the model name use.

Ex:

When you select MX870 series-2, the printer name displayed on the Bluetooth device is Canon MX870 series-2.

The initial value is set to MX870 series-1.

- **Graphic LCD**

- **Text LCD**
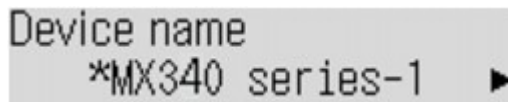
Access refusal setting/Access refusal Screen

When you search from a Bluetooth device, you can enable or disable the display of the printer name.

- **ON**

  Disables searching from a Bluetooth device.

- **OFF (Default setting)**

  Enables searching and printing from a Bluetooth device.

Security settings Screen

- **Enable**

  Selecting Enable allows you to choose either of the security modes below.

  - Mode 3(recommended)
    This mode is activated on link level enforced security.
    The passkey will be required when a Bluetooth device communicates with the printer.
    Normally select this mode.
  - Mode 2
    This mode is activated on service level enforced security.
    The passkey will be required when printing through the Bluetooth communication.

  After setting the security mode, we recommend making a trial print through Bluetooth communication. If printing does not start, change the security mode and try again.

  Setting a passkey will prevent unwanted access from other Bluetooth devices. You can change the passkey on the Change passkey/Passkey screen.

- **Disable (Default setting)**

  When you register the printer, you are not required to input a passkey.

Change passkey/Passkey Screen

When you select Enable on the Security settings screen, you are required to set a passkey to register the printer on other Bluetooth devices.

After you change the passkey, you may be asked to input the passkey on the Bluetooth devices you were able to print from before the passkey was changed. In this case, input the new passkey.

- **Graphic LCD**

- **Text LCD**
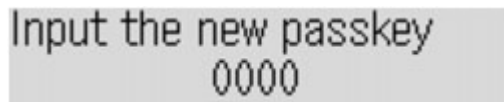
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Advanced Guide > About Bluetooth Communication > Troubleshooting

Troubleshooting

➡ Troubleshooting

➡ Printer Cannot be Registered

➡ Printing Does Not Start

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Advanced Guide

Troubleshooting

This section describes how to solve the problems occurred during the use of the Bluetooth unit.

Problems related to the printer's hardware, MP Drivers installation, and so on, are also described in Troubleshooting.

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Printer Cannot be Registered

- ### Check 1: Have MP Drivers been installed?

  If MP Drivers are not yet installed, insert the *Setup CD-ROM* into the computer's disc drive, then perform Custom Install and select MP Drivers.

- ### Check 2: Is unsupported Bluetooth driver used?

  Confirm that the Bluetooth driver installed on your computer is supported.

  - Windows 7 computer
    Log into a user account with the administrator privilege, and click Control Panel, then Hardware and Sound.
    Make sure that the Add a Bluetooth Device is displayed in the dialog.
  - Toshiba Windows Vista or Windows XP computer
    In Windows Vista, click Start, and select All Programs, TOSHIBA, Bluetooth, then Bluetooth Settings.
    On the Bluetooth Settings dialog, click the help button, the version number, then make sure that the version number is 5.10.04 or later.
    In Windows XP, click Start, and select All Programs, TOSHIBA, Bluetooth, then Bluetooth Settings.
    On the Bluetooth Settings dialog, click the help button, the version number, then make sure that the version number is 3.00.10 or later.
  - Windows Vista (except for Toshiba Windows Vista computers)
    Log into a user account with the administrator privilege, and click Control Panel, then Hardware and Sound.

    Make sure that the ![bluetooth icon] Bluetooth Devices icon is displayed in the dialog.
  - Windows XP SP2 or later (except for Toshiba Windows XP computers)
    Log into a user account with the administrator privilege, click Control Panel, then Printers and Other Hardware.

    Make sure that the ![bluetooth icon] Bluetooth Devices icon is displayed in the dialog.

  The operations may vary depending on your operating program. In this case, refer to your computer's operation manual.

- ### Check 3: Is the printer name which you want to register displayed in Printer List?

  - **Make sure that the printer is turned on.**

    Make sure that any lamp on the Operation Panel is lit.

  - **Make sure that the printer is not operating.**

  - **Check whether the Bluetooth unit is usable.**

    Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer. If the screen cannot be displayed, Bluetooth communication is disabled. Remove the Bluetooth unit from the printer and attach it again.

    ➡ Attaching to and Removing from the Printer

    Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer, and try to register again.

  - **Check whether access from a Bluetooth-compatible device is refused.**

    Check the printer access setting displaying the Bluetooth settings screen on the LCD of the printer.

1. **Display the Bluetooth settings screen on the LCD of the printer.**

   For information about how to display the Bluetooth settings screen, refer to Changing the Machine Settings on the LCD .

2. **Select Access refusal setting/Access refusal.**

3. **Select OFF and press the OK button on the printer.**
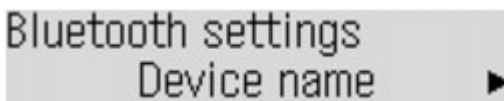
1. **Display the Bluetooth settings screen on the LCD of the printer.**

   For information about how to display the Bluetooth settings screen, refer to Changing the Machine Settings on the LCD .

2. **Select Access refusal setting/Access refusal.**

Advanced Guide

Printing Does Not Start

- ## Check 1: Is Bluetooth unit ready for use?

  Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer. If the screen cannot be displayed, Bluetooth communication is disabled. Remove the Bluetooth unit from the printer and attach it once again.

  ➡ Attaching to and Removing from the Printer

  Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer, and try to print again.

  If the Bluetooth settings screen still is not displayed after you remove the Bluetooth unit from the printer and attach it again, the Bluetooth unit may be faulty. In this case, contact the service center.

- ## Check 2: Is there a problem with the location of the printer or is the distance between the printer and computer too great?

  The maximum communication distance between the printer and a computer is about 33 ft./10 m, but it varies depending on the following conditions:

  - Presence of obstacles between the communication equipment and radio wave conditions
  - Location where magnetic fields, static electricity, or radio interference occurs
  - Type of software and operating system used
  - Receiver sensitivity and antenna performance of the communication equipment
    Change the printer installation place or move the printer closer to the computer.

- ## Check 3: Is the printer to be used selected correctly?

  Follow the procedure described below to select the printer to which the Bluetooth unit is attached.

  The steps described in this section are for printing in Windows Vista.

  1. **Log into a user account with the administrator privilege.**

  2. **Click Control Panel, then Printers under Hardware and Sound.**

     When using Windows 7, click Control Panel, then Devices and Printers under Hardware and Sound.
     When using Windows XP, click Control Panel, then Printers and Faxes under Printers and Other Hardware.

  3. **Click the   icon of the printer to be used for printing via Bluetooth communication.**

     By default, the icon name is Canon XXX Printer (Copy X).

     📖 **Note**

     - "X" is a device name or a digit. The number of digits may differ depending on the printer.

  4. Select Properties from the Organize menu.

     When using Windows 7, select Printer properties.
     When using Windows XP, select Properties from the File menu.

  5. Click the Ports tab and select an applicable printer from Port.

     It may vary depending on how you authenticate the printer.
     For Windows 7
     When authenticating the printer as a Add a Bluetooth device in Control Panel
     BTHnnn (Canon XXX Printer (Copy X)) ("n" is a digit).

For Windows Vista
When authenticating the printer as a Bluetooth device in Control Panel
BTHnnn (Canon XXX Printer (Copy X)) ("n" is a digit).
When authenticating the printer as a Bluetooth device using Bluetooth Settings built in the computer
TBPnnn (Canon XXX Printer (Copy X)) ("n" is a digit)
For more information about how to register the printer, see Register the printer as a Bluetooth device using Bluetooth Devices. in Preparation .

6. Click OK.

- **Check 4: Is the message "This document failed to print" displayed?**

  - Do not retry printing. Check the error message on the LCD.
    Clear the error according to An Error Message Is Displayed on the LCD .
  - When you use a Microsoft Bluetooth driver, make sure that the Printing (HCRP) service is effective on your computer.

    In Windows 7:
    Open Control Panel. Select Devices and Printers under Hardware and Sound, then select the printer to be used for Bluetooth communication. Right-click and select Properties.
    Make sure that Printing (HCRP) on the Services sheet is checked.

    In Windows Vista:
    Click Control Panel, Bluetooth Devices under Hardware and Sound, then select the printer to be used for Bluetooth communication and click Properties.
    Make sure that Printing (HCRP) on the Services sheet is checked.

    In Windows XP:
    Click Control Panel, Bluetooth Devices under Printers and Other Hardware, then select the printer to be used for Bluetooth communication and click Properties.
    Make sure that Printing (HCRP) on the Services sheet is checked.

    If Printing (HCRP) is not checked or the Printing (HCRP) service is not detected, follow the procedure below and register the printer again.

    The steps described in this section are for printing in Windows Vista.

    1. Click Control Panel, then Printers under Hardware and Sound.

    When using Windows 7, click Control Panel, then Devices and Printers under Hardware and Sound.
    When using Windows XP, click Control Panel, then Printers and Faxes under Printers and Other Hardware.

    2. Click the icon of the printer for printing via Bluetooth communication.

    3. Select Delete from the Organize menu.

    When using Windows 7, select Remove device.
    When using Windows XP, select Delete from the File menu.

    4. Authenticate the printer as a Bluetooth device on Bluetooth Devices in Control Panel.

    When using Windows 7, authenticate the printer as a Bluetooth device on Add a Bluetooth Device in Printers and Other Hardware under Control Panel.
    For more information about the procedure, see Registering the Printer .
  - This message is displayed when the print job is sent from the Bluetooth device while another print job through the USB port is being printed out.
    Printing will begin automatically when the print queue is finished.
  - Printing cannot be carried out with Bluetooth communication from more than one computer at the same time. In this case, this message is displayed on the computer during standing by.
    Printing will begin automatically when the print queue is finished.

- **Check 5: Were the MP Drivers installed after printer registration on Bluetooth Devices (Add a Bluetooth Device in Windows 7)?**

  If you have installed the MP Drivers after registering the printer as a Bluetooth device on Bluetooth Devices (Add a Bluetooth Device in Windows 7), delete the printer and then register it again.

  For more information about the procedure, see Preparation.

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Specifications

Communication method	Bluetooth v2.0
Maximum Speed	1.44 Mbps
Output	Bluetooth Power Class 2
Communication distance	Line-of-sight distance: approx. 33 ft./10 m * * It may vary depending on factors including the presence of obstacles between communication equipment, radio wave conditions, the presence of magnetic fields around microwave ovens and locations where electrostatic and radio interference occur, the types of software and operating systems used, and receiver sensitivity and antenna performance of communication equipment.
Profile	SPP (Serial Port Profile) OPP (Object Push Profile) BIP (Basic Imaging Profile) HCRP (Hardcopy Cable Replacement Profile)
Compatible PCs	A computer in which an internal Bluetooth module is installed or a computer to which an optional Bluetooth adapter (available from various manufacturers) is attached. OS/Software: Microsoft Windows 7 (Satisfying the following conditions is needed) • Add a Bluetooth Device is displayed in Hardware and Sound under Control Panel Microsoft Windows Vista (Satisfying any one of the following conditions is needed) • Bluetooth Devices is displayed in Hardware and Sound under Control Panel • Bluetooth Stack for Windows by Toshiba Version 5.10.04 or later is installed Microsoft Windows XP (Satisfying any one of the following conditions is needed) • Windows XP SP2 or later is installed, and Bluetooth Devices is displayed in Printers and Other Hardware under Control Panel • Bluetooth Stack for Windows by Toshiba Version 3.00.10 or later is installed
Frequency band	2.4 GHz band (2.400 GHz to 2.4835 GHz)
Power supply	Supplied from the Direct Print Port on the printer, DC 4.4 V to 5.25 V
Maximum power consumption	500 mW (MAX)
Operating temperature	5 to 35°C (41 to 95°F)
Operating humidity	10 to 90% RH (no condensation)
Dimensions (Width x Depth x Height)	18.5 (W) x 47.5 (D) x 8.7 (H) mm (with cap attached) 0.73 (W) x 1.87 (D) x 0.35 (H) inches
Weight	Approx. 7 g (0.25 oz)

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Advanced Guide

Advanced Guide > Changing the Machine Settings

Changing the Machine Settings

➡ Changing the Machine Settings on the LCD

➡ Changing Machine Settings from Your Computer

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Changing the Machine Settings on the LCD

➡ Changing the Machine Settings on the LCD

➡ Fax settings

➡ Print settings

➡ LAN settings

➡ Device user settings

➡ Mobile phone settings

➡ Bluetooth settings

➡ PictBridge settings

➡ Reset setting

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Changing the Machine Settings on the LCD
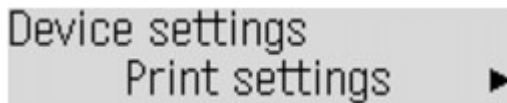
This section describes the procedure to change the settings in the Device settings screen, taking the steps to specify Extended copy amt. as an example.

📖 **Note**

- The * (asterisk) on the LCD indicates the current setting.

1. Make sure that the machine is turned on.

2. Press the **Menu** button repeatedly until Device settings appears.

   When you change the fax settings, press the **Menu** button repeatedly until Fax settings appears in the copy mode or the fax mode.
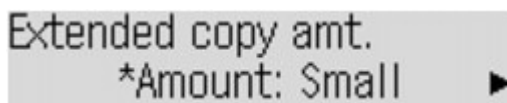
3. Use the ◄► button to select Print settings, then press the **OK** button.

   Device settings
         Print settings   ►

4. Use the ◄► button to select Extended copy amt., then press the **OK** button.

   Print settings
   ◄   Extended copy amt.   ►

5. Use the ◄► button to select a setting item, then press the **OK** button.

   Extended copy amt.
          *Amount: Small   ►

➡ Fax settings
➡ Print settings
➡ LAN settings
➡ Device user settings
➡ Mobile phone settings
➡ Bluetooth settings
➡ PictBridge settings
➡ Reset setting

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Advanced Guide

Advanced Guide > Changing the Machine Settings > Changing the Machine Settings on the LCD > Fax settings

Fax settings

This section describes the setting items in FAX user settings, Transmission settings, and Reception settings in the Fax settings menu.

➡ FAX user settings

➡ Transmission settings

➡ Reception settings

Note

- Before changing the settings, you can confirm the current settings by printing the User's Data List. For details, see User's Data List.

FAX user settings

- **Auto print**

  Sets whether the machine automatically prints the received fax. When this setting is set to OFF, received faxes are stored in memory.

  ➡ Document Stored in Memory

  ## Note

  - When this setting is set to OFF, the following reports are also not printed automatically.
    Activity report
    TX (Transmission) report
    RX (Reception) report
    MULTI TX (Transmission) report
  - You can print the activity report manually even when OFF is selected for Auto print. For the procedure of manual printing, see Activity Report.
    To print the report other than the activity report, select ON for Auto print.

  - Print when out of ink:
    Sets whether to continue printing the received fax without storing it in memory when the ink has run out. When this setting is set to ON, the machine prints the received fax forcibly even if the ink has run out.
    However, part or all of the fax may not be printed since the ink has run out.

- **Unit TEL no. registr.**

  Registers your fax/telephone number printed on sent faxes.

  ➡ Specifying the Basic Settings for Faxing

- **Unit name registr.**

  Registers your name printed on sent faxes.

  ➡ Specifying the Basic Settings for Faxing

- **TX Terminal ID**

  Selects the position of the sender information (outside or inside the image area). After selecting the position, select FAX or TEL to specify the mark to appear before the fax/telephone number printed on sent faxes.

- **Offhook alarm**

  Enables/disables the alarm that alerts you if the handset of the telephone connected to the machine is not hung up properly.

- **Volume control**

  RX ring volume: Selects the ring volume when the machine receives a fax.

Line monitor volume: Selects the line monitor volume.

- **RX ring level**

  Adjusts the level of the ringing sound the machine makes when it receives a fax. You can select either Standard or High.

- **Telephone line type**

  Selects the telephone line type setting for the machine.

  ➡ Confirming the Telephone Line Connection

  📖 **Note**

  - This setting may not be available depending on the country or region of purchase.

- **Activity report**

  Sets whether to print the Activity report automatically after every 20 transactions.

  ➡ Activity Report

Transmission settings

- **ECM TX**

  This machine is set to send/receive faxes in Error Correction Mode (ECM) by default.

  ➡ Transmission/Reception of Faxes Using ECM

  When the recipient's fax machine is compatible with ECM, the machine resends the fax after correcting errors automatically. When the recipient's fax machine is not compatible with ECM, the fax will be sent/received without automatic error correction.

  ECM transmission can be disabled.

- **Pause time settings**

  Sets the length of time paused for each press of the **Redial/Pause** button.

- **Auto redial**

  Enables/disables automatic redialing.

  ➡ Resending Faxes (Redialing a Busy Number)

  If you select ON, you can specify the maximum number of redial attempts and the length of time the machine waits between redial attempts.

- **TX start speed**

  Selects the fax transmission speed.

  Ex:

  TX start speed
       *33600 bps   ▶

  The following setting items are available.

  33600 bps/14400 bps/9600 bps/7200 bps/4800 bps/2400 bps

  The * (asterisk) on the LCD indicates the current setting.

  33600 bps is the maximum transmission speed. When the telephone line condition or connection is poor, selecting a lower transmission speed may solve transmission problems.

- **Color transmission**

  When faxing color documents using the ADF, selects whether to convert them into black & white data if the recipient's fax machine does not support color faxing.

- **TX report**

  Enables/disables automatic printing of a transmission report after a fax transmission.

  ➡ TX Report

If you select Print error only or Print for each TX, you can enable/disable printing of the first page of the fax under the report.

- **Dial tone detect**

  Avoids mistransmission when reception and transmission occur at the same time.

  If you select ON, the machine transmits the fax after confirming the dial tone.

  This setting may not be supported depending on the country or region of purchase.

- **Fax number re-entry**

  If you select ON, you can set the machine to send faxes after using the Numeric buttons to dial the number twice. By using this setting, you can avoid the mistransmission of faxes.

- **Check RX fax info**

  If you select ON, the machine checks whether the recipient's fax machine information matches the dialed number. If it matches the number, the machine starts to send faxes.

- **Hook key setting**

  If you select Enable, you can use the **Hook** button.

Reception settings

- **ECM RX**

  This machine is set to send/receive faxes in Error Correction Mode (ECM) by default.

  → Transmission/Reception of Faxes Using ECM

  When the sender's fax machine is compatible with ECM, it resends the fax after correcting errors automatically. When the sender's fax machine is not compatible with ECM, the fax will be sent/received without automatic error correction.

  ECM reception can be disabled.

- **Fax priority mode**

  Specifies the detailed settings when Receive mode set. is set to Fax priority mode.

  Fax priority mode
     Ring start time   ▶
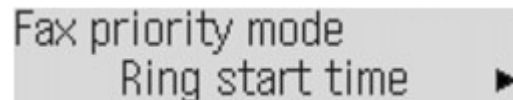
  - Ring start time

    Specifies the length of time, in seconds, to allow the machine to judge whether an incoming call is a fax or a voice call.

    Ring start time
    ◀   8second(s)   ▶
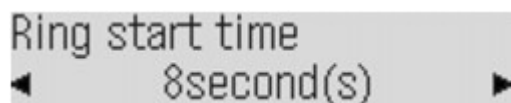
  - Telephone ring time

    Specifies the length of time, in seconds, that the machine rings for a voice call.

    Telephone ring time
    ◀   22second(s)   ▶
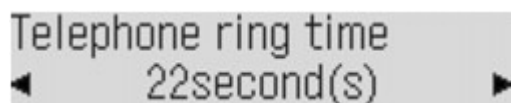
  - Default action

    Sets whether to receive the fax after the specified ring time has elapsed.

    Default action
              *Receive   ▶
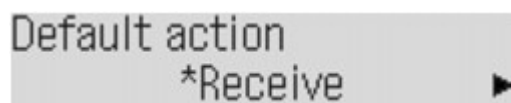
    For details on the fax priority mode, refer to Receiving Faxes.

- **DRPD: Fax ring pat.**

  Sets the distinctive ring pattern of a call that the machine assumes is a fax call. If you subscribe to a DRPD service, set the ring pattern to match the pattern assigned by your

telephone company.
You can select the ring pattern from Normal ring, Double ring, Short-short-long, Short-long-short, and Other ring type.

→ Setting the Receive Mode

This setting is available only in the US and Canada.

- **Ring count**

  Specifies the number of times the external device rings when the receive mode is set to Fax only mode or Fax priority mode.

  Refer to Setting the Receive Mode for details on Fax only mode and Fax priority mode.

  * The range of the number of times the external device rings differs depending on the country or region of purchase; from twice to 30 times, 10 times, or five times.

- **Manual/auto switch**

  Sets whether to automatically receive faxes after the external device rang a specified length of time when Receive mode set. is set to TEL priority mode.

  Refer to Setting the Receive Mode for details on Fax only mode and Fax priority mode.

  If you select ON, you can specify the length of time until automatic reception is started.

- **Remote RX**

  Enables/disables remote reception.

  → Remote Reception

  If you select ON, you can specify the remote reception ID.

- **RX image reduction**

  Enables/disables automatic reduction of incoming faxes so that they fit in the selected paper.

  If you select ON, you can select the image reduction direction.

- **RX start speed**

  Selects the fax reception speed.

  Ex:

  The following setting items are available.

  33600 bps/14400 bps/9600 bps/7200 bps/4800 bps/2400 bps

  The * (asterisk) on the LCD indicates the current setting.

  33600 bps is the maximum reception speed. When the telephone line condition or connection is poor, selecting a lower reception speed may solve reception problems.

- **RX report**

  Sets whether to print a reception report after each reception.

  → RX Report

- **Fax reception reject**

  If you select ON, the machine rejects the reception of faxes with no sender information or faxes from specific senders.

  → Rejecting Fax Reception

  - No sender info.
    Rejects faxes with no caller identification.
  - Coded dial unset
    Rejects faxes from senders not registered to coded speed dial codes.
  - Rejected numbers
    Rejects faxes from senders registered in the machine as rejected numbers.

- **Caller rejection**

If you subscribe to the Caller ID service, the machine detects the sender's Caller ID. If the sender's ID does not match the conditions specified in this setting, the machine rejects the phone call or fax reception from the sender.

If you select Subscribed in Caller ID service, you can specify the following settings:

- Anonymous number
  Selects whether to reject a phone call or fax reception from an anonymous number.
- Out of area
  Selects whether to reject a phone call or fax reception out of the subscribed service area.
- Rejected numbers
  Selects whether to reject a phone call or fax reception from the numbers registered to Rejected numbers in Fax reception reject. If you select Reject for this setting, Register rejected no.? is displayed on the LCD. Select Yes to register a fax/telephone number to reject. For details, see Rejecting Fax Reception.

📖 **Note**

- This setting may not be supported depending on the country or region of purchase. Contact your telephone company to confirm whether it provides this service.

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Advanced Guide

Advanced Guide > Changing the Machine Settings > Changing the Machine Settings on the LCD > Print settings

Print settings

- ## Prevent abrasion

  Use this setting only if the print surface becomes smudged.

  OFF/ON

  ### Important

  - Be sure to set this back to OFF after printing since it may result in lower printing speed or lower print quality.

- ## Extended copy amt.

  Selects the amount of image that extends off the paper when copying in Borderless (full). Slight cropping may occur at the edges since the copied image is enlarged to fill the whole page. You can change the width to be cropped from the borders of the original image as needed.

  Amount: Small/Amount: Large

  Cropped area will be larger if Amount: Large is selected.

  ### Note

  - If printouts contain margins even though you are copying in Borderless, specifying Amount: Large for this setting may help solve the problem.

- ## AutoPhotoFix setting

  When ON is selected, you can print photos using the Exif information recorded in the image files. When you print photos using the Exif information, set the print settings to Default on the PictBridge compliant device, and select Auto photo fix ON for Auto photo fix in PictBridge settings.

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Advanced Guide

LAN settings

- **WLAN active/inactive**

  Activates/deactivates wireless LAN.

- **Wireless LAN setup**

  Selects the setting method for wireless LAN connection.

  - Easy setup
    Select when you perform settings for wireless LAN manually using the Operation Panel of the machine.

    > **Note**
    >
    > - If you perform settings for wireless LAN from the computer, refer to your setup manual.

  - WPS
    Select when you perform settings for wireless LAN using Wi-Fi Protected Setup (WPS). Select Push button method or PIN code method according to the method your access point supports, then follow the on-screen instructions.
  - WCN
    Select when you perform settings for wireless LAN using Windows Connect Now (WCN) feature. You need a USB flash drive on which settings for wireless LAN are saved.

- **Print LAN details**

  You can print out the network settings of the machine such as its IP address and SSID.

  For more information on the machine's network setting is printed out, refer to   Printing Out Network Setting Information .

  > **Important**
  >
  > - This print out contains valuable information about your computer. Handle it with care.

- **Other settings**

  - Set printer name
    Specifies the printer name. You can use up to 15 characters for the name.

    > **Note**
    >
    > - You cannot use the same printer name as that already used for other LAN connected devices.
    > - You cannot use a hyphen for the initial or last character of the printer name.

  - IPv4/IPv6 setting
    Selects the IP version (IPv4 or IPv6). It is recommended to use the machine with IPv4.
  - WSD setting
    Activates/deactivates the WSD (one of the network protocols supported in Windows 7 and Windows Vista) setting.

    > **Note**
    >
    > - When this setting is activated, the printer icon is displayed on the Network Explorer in Windows 7 and Windows Vista.

  - LLTD setting
    Activates/deactivates the Link Layer Topology Discovery (LLTD) setting. When this setting is activated, Network Map for Windows 7 or Windows Vista is available.
  - Bonjour settings
    Setting items for LAN using Bonjour for Macintosh.

Enab./disab. Bonjour
Selecting Active allows you to use Bonjour to perform the network settings.

Enter service name
Specifies the Bonjour service name. You can use up to 48 characters for the name.

Note

- You cannot use the same service name as that already used for other LAN connected devices.

LPR serv. advertising
Selects whether to advertise the Line PRinter daemon protocol (LPR) service using Bonjour.

Note

- Select ON for this setting and Active for LPR setting to advertise the Line PRinter daemon protocol (LPR) service.

- LPR setting
  Activates/deactivates the LPR setting.

- **Reset LAN settings**

  Initializes the network settings on the machine.

  Important

  - Note that initialization erases all connection settings with computers, and printing or scanning operation may become impossible. To use the machine over network, refer to your setup manual. Be careful when you initialize the network settings on the machine.

  Note

  - When you initialize the network settings using the Canon IJ Network Tool, refer to Initializing the Network Settings of the Machine .

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Advanced Guide

Device user settings

- **Date/time setting**

  Sets the current date and time.

  ➡ Specifying the Basic Settings for Faxing

- **Date display format**

  Sets the format of dates displayed on the LCD and printed on sent faxes.

  ➡ Specifying the Basic Settings for Faxing

  Three date formats are available; YYYY/MM/DD, MM/DD/YYYY, and DD/MM/YYYY.

- **Summer time setting**

  Enables/disables the summer time setting. If you select ON, you can select additional sub-settings.
  This setting may not be available depending on the country or region of purchase.

  - Start date/time
    Sets the date and time that summer time starts.
    Set month: Specify the month.
    Set week: Specify the week.
    Set day of week: Specify the day of the week.
    Set shift time: Specify the hour (24-hour clock).
  - End date/time
    Sets the date and time that summer time ends.
    Set month: Specify the month.
    Set week: Specify the week.
    Set day of week: Specify the day of the week.
    Set shift time: Specify the hour (24-hour clock).

- **Audible tones**

  Selects the volume.

  - Keypad volume
    Selects the beep volume when pressing the buttons on the Operation Panel.
    OFF/Quiet/Standard/Loud
  - Alarm volume
    Selects the alarm volume.
    OFF/Quiet/Standard/Loud

- **Country select**

  Selects the country where you are using the machine.

  > 📖 **Note**
  >
  > ■ This setting may not be available depending on the country or region of purchase.

- **Language selection**

  Changes the language for LCD messages and menus.

  Japanese / English / German / French / Italian / Spanish / Dutch / Portuguese /
  Norwegian / Swedish / Danish / Finnish / Russian / Czech / Hungarian / Polish /
  Slovene / Turkish / Greek / Traditional Chinese / Simplified Chinese / Korean

- **Quiet mode**

  Enables this function on the machine if you want to reduce the operating noise, such as when
  printing at night.

OFF/ON

Enabling this function reduces the noises generated in the following cases:

- Copying
- Printing from a PictBridge compliant device
- Printing from a wireless communication device
- Sending/receiving the fax
- Printing a template form

Important

- Operating speed may be reduced compared to when this setting is set to OFF.
- This function may not be so effective depending on the machine's setting.
  Furthermore, certain noise, such as when the machine is preparing for printing, is not reduced.

Note

- The noises generated while scanning or printing from the computer can also be reduced. To reduce these noises, you need to configure the settings on the computer.
  For the noises while scanning, refer to Scanner Tab .
  For the noises while printing from the computer, refer to Reducing the Machine Noise .

- ## Key repeat

  Enables/Disables continuous input by pressing and holding down the ◀▶ button when setting the number of copies, the zoom ratio, etc.

  ON/OFF

  Selecting ON is useful, since you do not have to press a button repeatedly.

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Advanced Guide

Mobile phone settings

When printing from a mobile phone through Bluetooth communication, select the page size, media type, layout, and so on.
For details on how to print from a mobile phone through Bluetooth communication, see Printing Photographs from a Wireless Communication Device .

Note

- Mobile phone settings is displayed only when the optional Bluetooth Unit is attached.

- **Page size**

  Select the page size for printing photos saved on a mobile phone.

- **Media type**

  Select the media type for printing photos saved on a mobile phone.

- **Image optimizer**

  Select ON to correct and smooth out the jagged contours when printing.

- **Layout**

  Select the layout of the photos according to the paper for printing.

  Sticker print:
  Stickers x16

  Printing on paper other than sticker:
  Borderless/Bordered/Borderless x2/Bordered x2/
  Borderless x4/Bordered x4/Borderless x8/Bordered x8/
  Mixed 1/Mixed 2/Mixed 3

  ## Note

  - Mixed 1, Mixed 2, or Mixed 3 can be selected only when the page size is set to A4 or 8.5"x11"(LTR).

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Advanced Guide

Advanced Guide > Changing the Machine Settings > Changing the Machine Settings on the LCD > Bluetooth settings

Bluetooth settings

You can change the device name of the machine, passkey, and so on in the Bluetooth settings.
For details on how to print from a mobile phone through Bluetooth communication, see   Printing
Photographs from a Wireless Communication Device .
For details on how to print from a computer through Bluetooth communication, refer to   About Bluetooth
Communication .

Note

- Bluetooth settings is displayed only when the optional Bluetooth Unit is attached.

- ### Device name

  Specifies the name of this machine that is displayed on a Bluetooth-compatible device.

  For example, if you set it to XXX-2, the machine will be displayed as "Canon XXX-2" on the Bluetooth
  device. The default value is XXX-1 (where "XXX" is your machine's name).

- ### Access refusal

  Selecting ON will disable searching of this machine by a Bluetooth-compatible device.

- ### Security settings

  When you select Enable, the passkey set on the Passkey screen becomes effective. Setting the
  passkey prevents unwanted access from other Bluetooth devices. You can choose either of the
  security modes below.

  - Mode 3(recommended)
    This mode is activated on link level enforced security.
    The passkey will be required when a Bluetooth device communicates with the machine.
    Normally select this mode.
  - Mode 2
    This mode is activated on service level enforced security.
    The passkey will be required when printing through Bluetooth communication.
    After setting the security mode, we recommend making a trial print through Bluetooth
    communication.
    If printing does not start, change the security mode and try again.

- ### Passkey

  Changes the passkey. The passkey is a four-digit number used to prevent unwanted access from
  other Bluetooth devices.

  The initial value is "0000".

  After you change the passkey, you may be required to input the new passkey on a Bluetooth device,
  even though it had previous access to the machine. In this case, enter the new passkey on the
  device.

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Advanced Guide

PictBridge settings

You can change the print settings when printing from a PictBridge compliant device.
Set the print settings to Default on the PictBridge compliant device when you want to print according to the settings on the machine.
See Settings on a PictBridge Compliant Device to change print settings from the PictBridge compliant device.

- **Page size**

  Select the page size when printing directly from a PictBridge compliant device.

  When you perform PictBridge settings from the machine, set Paper size to Default on the PictBridge compliant device.

- **Media type**

  Select the media type when printing directly from a PictBridge compliant device.

  When you perform PictBridge settings from the machine, set Paper type to Default on the PictBridge compliant device.

- **Print quality**

  Select the print quality when printing directly from a PictBridge compliant device.

- **Borderless print**

  Select bordered or borderless print.

  When you perform PictBridge settings from the machine, set Layout to Default on the PictBridge compliant device.

- **Auto photo fix**

  When Manual correction is selected, the setting items below can be specified.

  - Vivid
    Makes green and blue more lively.
  - Photo optimizer
    Automatically optimizes the brightness and tone of a photo.
  - Noise reduction
    Reduces the noise on blue areas like the sky as well as on black areas.
  - Face brightener
    Brightens a darkened face on a photo taken against the light.
  - Red-Eye corr.
    Corrects red eyes in portraits caused by flash photography. This setting is also available when Auto photo fix ON is selected.
    Depending on the type of the photo, red eyes may not be corrected or parts other than the eyes may be corrected.

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Advanced Guide

Reset setting

Reverts all settings you made to the machine back to default. However, some data may not be changed, depending on the current usage state of your machine.

- ## Telephone no. data

  Reverts the telephone number settings to default.

- ## Setting data

  Reverts the machine settings other than the telephone number settings to default.

- ## All data

  Reverts both the telephone number and machine settings to default.

Note

- You cannot change the following setting items back to the default:
    - The language displayed on the LCD
    - The current position of the Print Head
    - LAN settings*
      * You can change LAN settings back to the default from Reset LAN settings in LAN settings.
    - The country selected for Country select
    - The registered user's telephone number
    - The registered user's name

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Advanced Guide

Advanced Guide > Changing the Machine Settings > Changing Machine Settings from Your Computer

Changing Machine Settings from Your Computer

➡ Changing the Print Options

➡ Registering a Frequently Used Printing Profile

➡ Setting the Ink Cartridge

➡ Managing the Machine Power

➡ Reducing the Machine Noise

➡ Changing the Machine Operation Mode

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Advanced Guide

Changing the Print Options

You change the detailed print driver settings for print data that is sent from an application software.

Specify this option if you encounter print failures such as part of an image data being cut off.

The procedure for changing the print options is as follows:

1. Open the printer driver setup window

2. Click Print Options... on the Page Setup tab
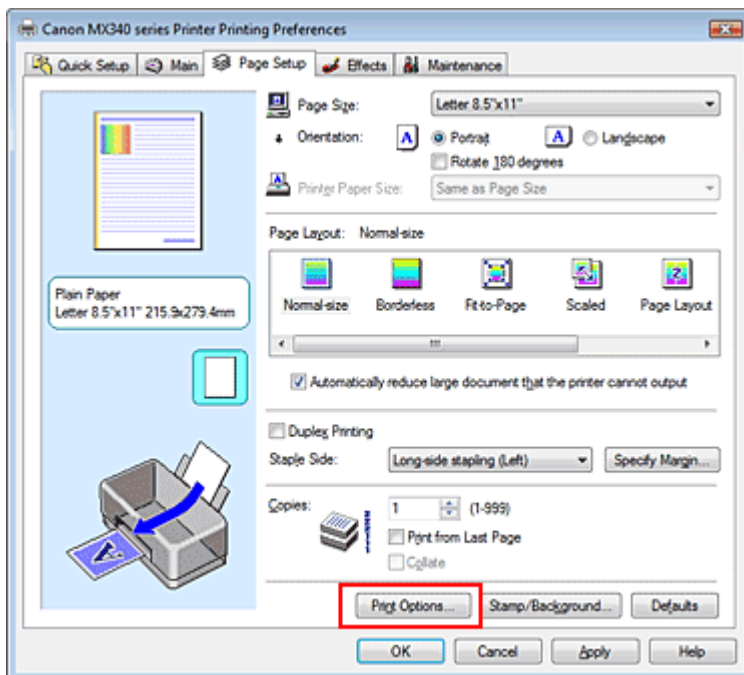
The Print Options dialog box opens.
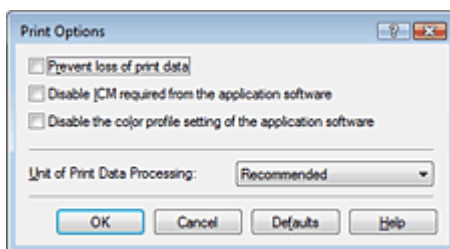
> **Note**
> - When the XPS printer driver is used, certain functions are not available.

3. Change the individual settings

If necessary, change the setting of each item, and then click OK.

The Page Setup tab is displayed again.

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Registering a Frequently Used Printing Profile

You can register the frequently used printing profile to Commonly Used Settings on the Quick Setup tab.
Unnecessary printing profiles can be deleted at any time.

The procedure for registering a printing profile is as follows:

Registering a Printing Profile

1. Open the printer driver setup window

2. Set the necessary items

   From Commonly Used Settings on the Quick Setup tab, select the printing profile to be used and if
   necessary, change the settings after Additional Features.
   You can also register necessary items on the Main, Page Setup, and Effects tabs.

   📖**Note**

   - Effects tab cannot be used when the XPS printer driver is used.

3. Click Save...
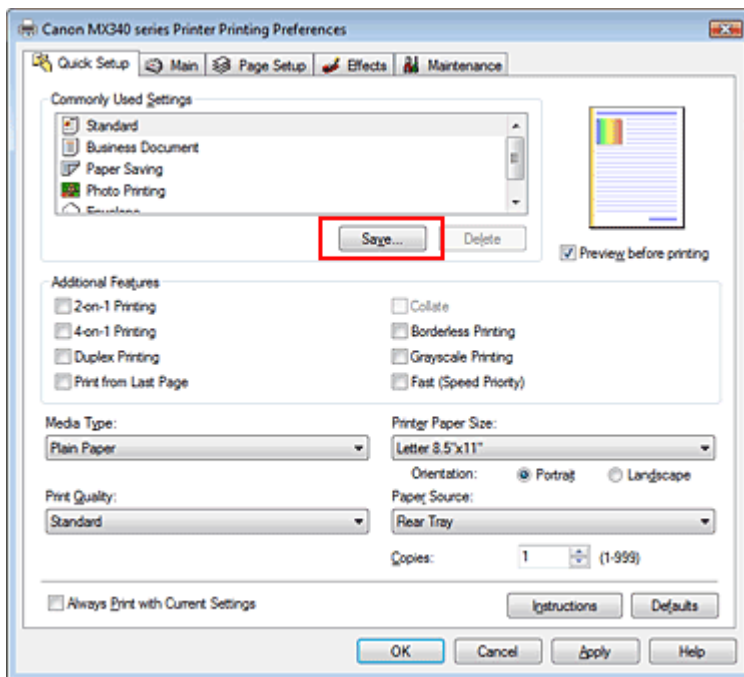
   The Save Commonly Used Settings dialog box opens.
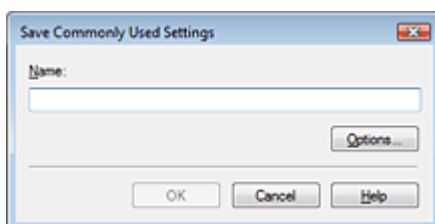
4. Save the settings

Enter a name in the Name field, and if necessary, set the items in Options.... Then click OK.
The printing profile is saved, and the Quick Setup tab is displayed again.
The name and icon are added to the Commonly Used Settings list.

> **Important**
>
> - To save the page size, orientation, and number of copies that was set in each sheet, click Options..., and check each item.

> **Note**
>
> - When you install the printer driver again or upgrade the version of the printer driver, the print settings you registered will be deleted from Commonly Used Settings.
>   Registered print settings cannot be saved and preserved. If a profile is deleted, register the print settings again.

Deleting Unnecessary Printing Profile

1. Select the printing profile to be deleted

Select the printing profile you want to delete from the Commonly Used Settings list on the Quick Setup tab.

2. Delete the printing profile

Click Delete. When the confirmation message appears, click OK.
The selected printing profile is deleted from the Commonly Used Settings list.

> **Note**
>
> - Printing profiles that are registered in the initial settings cannot be deleted.

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Advanced Guide

Setting the Ink Cartridge

This feature enables you to specify the most appropriate ink cartridge among installed cartridges according to an intended use.
When one of the ink cartridges becomes empty and cannot be replaced immediately by a new one, you can specify the other ink cartridge that still has ink and continue printing.

The procedure for specifying the ink cartridge is as follows:
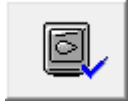
Ink Cartridge Settings

1. Open the printer driver setup window

2. Click Ink Cartridge Settings on the Maintenance tab

   The Ink Cartridge Settings dialog box appears.

3. Select the ink cartridge to be used

   Select the ink cartridge to be used for printing and click OK.
   The specified ink cartridge will be used from the next printing.

Important

- When the following settings are specified, Black Only does not function because the machine uses the color ink cartridge to print documents.
  - Other than Plain Paper, Hagaki A, Hagaki, or Envelope is selected for Media Type on the Main tab
  - Borderless is selected from the Page Layout list on the Page Setup tab
- Do not detach an ink cartridge that is not in use. Printing cannot be performed while either ink cartridge is detached.

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![Advanced Guide]

Managing the Machine Power

This function allows you to manage the machine power from the printer driver.

The procedure for managing the printer power is as follows:

 Power Off

The Power Off function turns off the machine. When you use this function, you will not be able to turn the machine on from the printer driver.

1. Open the printer driver setup window

2. Execute power off

    Click Power Off on the Maintenance tab. When the confirmation message appears, click OK.

    The machine power switches off, and the Maintenance tab is displayed again.

    Important

    - You cannot receive faxes when the machine is switched off.

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Advanced Guide

Advanced Guide > Changing the Machine Settings > Changing Machine Settings from Your Computer > Reducing the Machine Noise

Reducing the Machine Noise

This function allows you to reduce the operating noise. Select when you wish to reduce the operating noise of the printer at night, etc.
Using this function may lower the print speed.

The procedure for using the quiet mode is as follows:

Quiet Mode

1. Open the printer driver setup window

2. Click Quiet Mode on the Maintenance tab

   The Quiet Mode dialog box opens.

3. Set the quiet mode

   If necessary, specify one of the following items:

   Do not use quiet mode
   The operating noise is at normal volume.

   Always use quiet mode
   Select this option when you wish to reduce the operating noise.

   Use quiet mode within specified time
   The operating noise can be reduced during a specified period of time.
   Set the Start time and End time when you wish the quiet mode to be activated.

   Important

   - The time specified in Start time and in End time must be different.

4. Transmit the settings

   Make sure that the machine is on and click Send.
   Click OK when the confirmation message appears.

   The settings are enabled hereafter.

   Note

   - Depending on print quality settings, effects of the quiet mode may be less.

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Advanced Guide

Changing the Machine Operation Mode

If necessary, switch between various modes of machine operation.

The procedure for configuring Custom Settings is as follows:

Custom Settings

1. Open the printer driver setup window

2. Make sure that the machine is on, and then click Custom Settings on the Maintenance tab

   The Custom Settings dialog box opens.

   Note
   - If the machine is off or bi-directional communication is disabled, a message may appear because the computer cannot collect the machine status.
     If this happens, click OK to display the most recent settings specified on your computer.

3. If necessary, complete the following settings:

   Prevent paper abrasion
   The machine can increase the gap between the print head and the paper during high-density printing to prevent paper abrasion.
   Check this check box to use this function.

   Align heads manually
   Usually, the Print Head Alignment function on the Maintenance tab is set to automatic head alignment, but you can change it to manual head alignment.
   If the printing results are unsatisfactory even after you execute automatic head alignment, see "
   Aligning the Print Head Position ," and execute manual head alignment.
   Check this check box to perform the manual head alignment. Uncheck this check box to perform the automatic head alignment.

   Ink Drying Wait Time
   You can set the length of the machine rest time until printing of the next page begins. Moving the slider to the right increases the pause time and moving the slider to the left decreases the time.
   If the paper gets stained because the next page is ejected before the ink on the printed page dries, increase the ink drying wait time.
   Reducing the ink drying wait time speeds up printing.

4. Transmit the settings

   Click Send, and click OK when the confirmation message appears.

   The machine operates with the modified settings hereafter.

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Troubleshooting

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➡ If an Error Occurs

➡ The Machine Cannot Be Powered On

➡ An Error Message Is Displayed on the LCD

➡ A Message for Faxing Is Displayed on the LCD

➡ LCD Cannot Be Seen At All

➡ An Unintended Language Is Displayed on the LCD

➡ Cannot Install the MP Drivers

➡ Cannot Connect to Computer with a USB Cable Properly

➡ Print Results Not Satisfactory

➡ Printing Does Not Start

➡ Copying/Printing Stops Before It Is Completed

➡ Machine Moves But Ink Is Not Ejected

➡ Printing Speed Is Not as Fast as Expected

➡ FINE Cartridge Holder Does Not Move to the Position for Replacing

➡ Paper Does Not Feed Properly

➡ Paper Jams

➡ Document Jams in the ADF

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➡ Cannot Print Properly from a Wireless Communication Device

➡ Problems with Scanning

➡ Software Problems

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➡ Problems with Faxing

➡ Problems Receiving Faxes

➡ Problems Sending Faxes

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➡ FAQs

➡ Instructions for Use (Printer Driver)

➡ General Notes (Scanner Driver)

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Advanced Guide

Troubleshooting

This section describes troubleshooting tips for problems you may encounter when using the printer. For troubleshooting tips related to the setup, refer to the *Network Setup Troubleshooting* .

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If an Error Occurs

When an error occurs in printing such as the machine is out of paper or paper is jammed, a troubleshooting message is displayed automatically. Take the appropriate action described in the message. The message may vary depending on the version of your operating system.

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Advanced Guide > Troubleshooting > The Machine Cannot Be Powered On

The Machine Cannot Be Powered On

- **Check 1: Press the ON button.**

- **Check 2: Make sure that the power plug is securely plugged into the Power Cord Connector of the machine, then turn it back on.**

- **Check 3: Unplug the machine from the power supply, then plug the machine back in and turn the machine back on after leaving it for at least 3 minutes.**
  If the problem is not resolved, contact the service center.

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An Error Message Is Displayed on the LCD

If an error message is displayed on the LCD, take the corresponding action described below.

Message	Action
Check ink U051/U052/U053/U059	The FINE Cartridge may not be installed properly, or the Cartridge may not be compatible with this machine. Open the Scanning Unit (Cover) and install the appropriate FINE Cartridge. If the error is not resolved, the FINE Cartridge may be damaged. Contact the service center.
Check ink U075/U076	Make sure that each FINE Cartridge is installed in the correct position. ➡ Routine Maintenance
Check ink U140	The FINE Cartridge may not be compatible with this machine. Install the FINE Cartridge compatible with this machine. ➡ Routine Maintenance
Check ink U150	The FINE Cartridge may not be installed properly. Open the Scanning Unit (Cover) and install the appropriate FINE Cartridge. If the error is not resolved, contact the service center.
Check ink U162	The ink may have run out. The function for detecting the remaining ink level will be disabled since the ink level cannot be correctly detected. If you want to continue printing without this function, press the machine's **Stop** button for at least 5 seconds. Canon recommends to use new genuine Canon cartridges in order to obtain optimum qualities. Please be advised that Canon shall not be liable for any malfunction or trouble caused by continuation of printing under the ink out condition. **Note** - If the function for detecting the remaining ink level is disabled, ⌐?⌐ is displayed on the LCD. ➡ Routine Maintenance - Since the information contained in the fax may be lost if it is printed in this condition, the received fax will not be printed and will be stored in memory until the ink cartridge is replaced. You must manually print out faxes that were stored in memory. You can change the setting so that the received fax is forcibly printed out instead of being stored in memory, but all or part of the fax information may not be printed because of the ink out condition.
Check ink U163	The ink has run out. Replace the ink cartridge and close the Scanning Unit (Cover). If printing is in progress and you want to continue printing, press the machine's **Stop** button for at least 5 seconds with the ink cartridge installed. Then printing can continue under the ink out condition. The function for detecting the remaining ink level will be

disabled.
Replace the empty ink cartridge immediately after the printing. The resulting print quality is not satisfactory, if printing is continued under the ink out condition.

Note

- If the function for detecting the remaining ink level is disabled, □?◻ is displayed on the LCD.
  ➡ Routine Maintenance
- Since the information contained in the fax may be lost if it is printed in this condition, the received fax will not be printed and will be stored in memory until the ink cartridge is replaced. You must manually print out faxes that were stored in memory. You can change the setting so that the received fax is forcibly printed out instead of being stored in memory, but all or part of the fax information may not be printed because of the ink out condition.

Contact service center	The ink absorber is almost full. Press the machine's **OK** button to continue printing. Contact the service center.
Printer error has occurred 5B00	The machine error has occurred. Contact the service center.
Timeout error Press [OK]	Some errors occurred while copying and a certain time passed. Press the **OK** button to dismiss the error, and try to copy again.
Incompatible device Disconnect the cable from direct print port	• Check the device connected to the Direct Print Port. Printing photos directly is possible with a PictBridge compliant device or the optional Bluetooth Unit BU-30. • A communication time out occurs if an operation takes too long or if it takes too much time to send data. This may cancel printing. In such cases, disconnect and reconnect the USB cable. When printing from a PictBridge compliant device, depending on the model or brand of your device, you may have to select a PictBridge compliant print mode on the device before connecting it to the machine. You may also have to turn on your device or select Play mode manually after connecting the device to the machine. Perform necessary operations before connecting your device referring to its instruction manual. If the error is still not resolved, check if you can print another photograph.
Failed to scan the head alignment sheet Press [OK]	Scanning the print head alignment sheet has failed. Press the **OK** button to dismiss the error, then take the actions described below. • Make sure that the print head alignment sheet is set in the correct position and orientation on the Platen Glass. • Make sure the Platen Glass and the print head alignment sheet are not dirty. • Make sure the type and size of loaded paper is suitable for Automatic Print Head Alignment. For Automatic Print Head Alignment, always load one sheet of A4 or letter-sized plain paper. • Make sure if Print Head nozzles are clogged. Print the nozzle check pattern to check the status of the Print Head. ➡ Routine Maintenance

	If the error is not resolved, connect the machine to the computer and align the Print Head on the printer driver. ⇒ Aligning the Print Head Position
Unsupported USB hub Remove hub	If a PictBridge compliant device is connected via a USB hub, remove the hub and connect it directly to the machine.
Printer error has occurred Contact service center B200	Turn off the machine, and unplug the power cord of the machine from the power supply. Contact the service center. **⚑ Important** ▪ If you disconnect the power plug, all the documents stored in memory are deleted.
Printer error has occurred ****	"****" is displayed in the alphanumeric character and depends on the error occurred. ● 5100 is displayed: Cancel printing, turn off the machine. Then clear the jammed paper or protective material that is preventing the FINE Cartridge Holder from moving, and turn on the machine again. **⚑ Important** ▪ Be careful not to touch the components inside the machine. The machine may not print out properly if you touch it. ▪ If the problem is not resolved, contact the service center. ● 6000 is displayed: If any object is placed in front of the machine, remove it. Open the Paper Output Tray gently, then turn the power off and back on. ● In other cases: Turn off the machine, and unplug the power cord of the machine from the power supply. Plug the machine back in and turn the machine back on. If the problem is not resolved, contact the service center.
Load paper Load paper and press [OK]	Reload the paper correctly and press the **OK** button. **📖 Note** ▪ When sending faxes before printing out received data, press the **Stop** button to resolve the error. After you press the **Stop** button to resolve the error, ensure to press the **FAX** button in order to print out data remained in memory.
Document in ADF Press [OK]	The document is jammed in the ADF. Remove the document page jammed in the ADF, then press the **OK** button. Operate again after resolving the error. ⇒ Document Jams in the ADF
Failed to scan document Press [OK]	No document in the ADF. Press the **OK** button to resolve the error, then operate again after loading documents.
Close the feeder cover [OK] ->Eject the document	Documents remain in the ADF. Press the **OK** button to eject documents and press the **Stop** button to stop ejecting. To continue scanning, operate on the application. The scanning from the ADF may not be supported depending on

	your application software. For details, refer to the instruction manual of your application.
Document too long Press [OK]	The document is too long or is jammed in the ADF. Remove the document page jammed in the ADF, then press the **OK** button. After resolving the error, make sure that the document you are loading meets the machine's requirements before redoing the operation. ➡ Document Jams in the ADF
Open the paper output tray [OK] ->Continue printing	Open the Paper Output Tray, then press the **OK** button.
Cover is open	You opened the Scanning Unit (Cover) during an operation. Return the Scanning Unit (Cover) to its original position.
Paper jammed Clear paper jam and press [OK]	If paper has jammed in the machine, clear the jam, reload the paper in the machine correctly and then press the **OK** button. ➡ Paper Jams

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Advanced Guide

A Message for Faxing Is Displayed on the LCD

Message	Action
Auto redial	The machine is waiting to redial the recipient's number because the line was busy or the recipient did not answer when you tried to send a document. Wait for the machine to automatically redial the number. If you want to cancel automatic redialing, wait until the machine starts dialing the number, then press the **Stop** button. You can also delete the document from memory to cancel automatic redialing. ➡ Resending Faxes (Redialing a Busy Number)
Hang up phone	The handset is not placed in the handset cradle correctly. Replace the handset correctly.
Try again in black & white	The recipient's fax machine is not color-compatible. Press the **Black** button to resend the fax. Alternatively, you can set Color transmission to If incompatible, B&W. ➡ Color transmission
No tone detected	The telephone line cable with a modular plug may not be plugged in properly. Make sure that the cable is plugged in properly, and resend the fax after a while. If you still cannot send the fax, set Dial tone detect to OFF. ➡ Dial tone detect
Received in memory	If the machine receives a fax under one of the following conditions, the machine will not be able to print the received fax and will store it in its memory. When the problem is resolved as described, the fax stored in memory is printed automatically. • Ink has run out: Replace the FINE Cartridge. ➡ Routine Maintenance 📖 **Note** ▪ You can set the machine to forcibly print a received fax even if the ink has run out. However, part or all of the fax may not be printed since the ink has run out. Also, the contents of the fax will not be stored in memory. If the ink has already run out, we recommend that OFF be selected for Auto print in FAX user settings to store the received fax in memory and print the fax manually after replacing the FINE Cartridge. After you replace the FINE Cartridge and select ON for Auto print, the fax stored in memory will be printed automatically. ➡ Document Stored in Memory • Paper has run out: Load the paper and press the **OK** button. • A different size of paper from that specified by Page size is loaded: Load the same size of paper as that specified by Page size, then press the **OK** button. • Page size is set to other than A4, 8.5"x11"(LTR), or Legal

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<td></td>
<td>

(or 8.5"x14"):
Set Page size to A4, 8.5"x11"(LTR), or Legal (or 8.5"x14").
- Media type is set to other than Plain paper:
Set Media type to Plain paper.
- You pressed the **Stop** button to cancel printing of a fax:
Press the **FAX** button.

📖 Note

- To print the received faxes automatically, select ON for Auto print in FAX user settings. For details, see Auto print.
- When OFF is selected for Auto print in FAX user settings, print the faxes stored in memory from the Memory reference screen. For details, see Printing a Document in Memory.
- If you did not print the fax stored in memory (e.g., if you did not resolve the problem by pressing the **Stop** button), you can delete or print the fax stored in memory later. For details, see Document Stored in Memory.

</td>
</tr>
<tr>
<td>Busy/no signal</td>
<td>

- The telephone number you dialed is busy.
Try dialing again after waiting for a moment.
  ➡ Resending Faxes (Redialing a Busy Number)
- The fax number dialed is incorrect.
Check the fax number and dial again.
- The recipient's fax machine did not respond (after all automatic redialing attempts).
Contact the recipient and have the recipient check the fax machine. For an overseas call, add pauses to the registered number.
- The recipient is not using a G3 machine.
The machine cannot send or receive documents to/from a fax machine that is incompatible with the G3 standard. Contact the recipient and ask the recipient to check whether the fax machine is G3 compatible.
- The touch tone/rotary pulse setting on the machine is incorrect.
Set the machine to match the telephone line you are using.
  ➡ Confirming the Telephone Line Connection

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<tr>
<td>Memory is full</td>
<td>

- The machine's memory is full because it has sent/received too many documents, or a detailed document.

- When sending a fax, divide it to resend.
- When receiving a fax, print or delete documents in the machine's memory, then ask the sender to resend the fax.
  ➡ Document Stored in Memory

</td>
</tr>
<tr>
<td>Check page size</td>
<td>

Paper other than A4, Letter-, or Legal-sized* paper is loaded.
Load A4, Letter-, or Legal-sized paper.
* Legal may not be available depending on the country or region of purchase.

</td>
</tr>
<tr>
<td>Change the paper
A4/LTR/Legal Plain paper</td>
<td>

The page size setting is set to a size other than A4, Letter-, or Legal-size. Set Page size to A4, 8.5"x11"(LTR), or Legal (or 8.5"x14") and Media type to Plain paper to print received faxes.
* Legal may not be available depending on the country or region of purchase.

</td>
</tr>
<tr>
<td>Fax info does not match</td>
<td>

Transmission has been canceled because the machine could not detect the recipient's fax machine information or the information did not match the dialed number. This

</td>
</tr>
</table>

	message is displayed when Check RX fax info is set to ON. For details, see Sending Faxes after Checking Information (Checking the Recipient's Information) .
Reception rejected	Reception has been rejected because the fax matches the fax rejection condition specified by Fax reception reject. For details, see Rejecting Fax Reception .
Waiting for report	When OFF is selected for Auto print in FAX user settings, a report will not be printed and stored in memory. Select ON for Auto print, then print the report.

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LCD Cannot Be Seen At All

- **If the Power lamp is off:**

  The machine is not powered on. Connect the power cord and press the **ON** button.

- **If the Power lamp is lit:**

  The LCD may be in the screen-saver mode. On the Operation Panel, press a button other than the **ON** button.

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An Unintended Language Is Displayed on the LCD

Select the language you want to be displayed according to the following procedure.

1. Press the COPY button, wait for about 5 seconds.

2. Press the Menu button three times.

3. Press the ► button at twice, then press the **OK** button.

4. Press the ► button repeatedly to select the rightmost menu.

5. Press the ◄ button twice, then press the **OK** button.

6. Press the ◄ button repeatedly to select the leftmost menu.

7. Press the ► button repeatedly to select the language which you desired.

8. Press the **OK** button.
   The desired language is displayed on the LCD.

9. Press the **Stop** button.

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Advanced Guide

Cannot Install the MP Drivers

Important

- If you cannot install the MP Drivers when you use the machine over LAN, refer to the setup manual.

- **If the installation does not start even after the *Setup CD-ROM* is inserted into your computer's disc drive:**

  Start the installation following the procedure below.

  1. Click Start then Computer.

  In Windows XP, click Start then My Computer.

  In Windows 2000, double-click the My Computer icon on the desktop.

  2. Double-click the CD-ROM icon on the displayed window.

  If the contents of the CD-ROM are displayed, double-click MSETUP4.EXE.

  Note

  - If the CD-ROM icon is not displayed, try the following:
    - Remove the CD-ROM from your computer, then insert it again.
    - Restart your computer.
  - If the icon is still not displayed, try different discs and see if they are displayed. If other discs are displayed, there is a problem with the *Setup CD-ROM*. In this case, contact the service center.

- **If you are unable to proceed beyond the Printer Connection screen:**
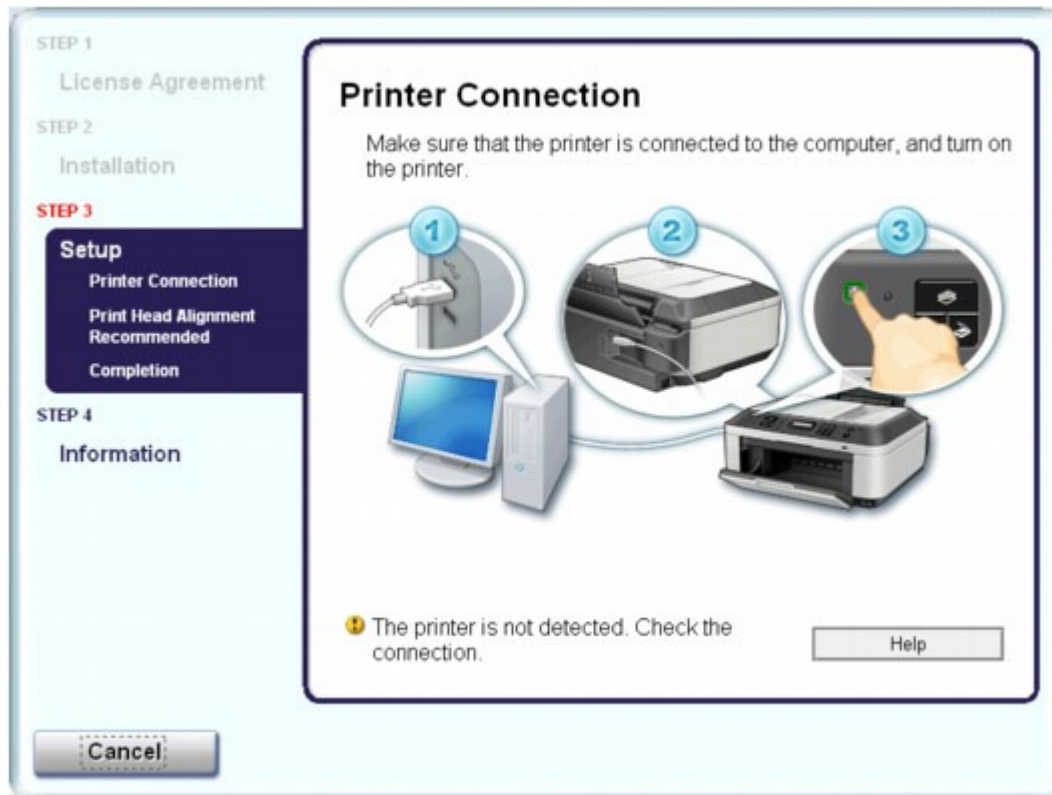
If you are unable to proceed beyond the Printer Connection screen, make sure that the USB cable is

securely plugged into the USB port of the machine and is connected to the computer, and then follow the procedure below to reinstall the MP Drivers.

📖 **Note**

- The printer is not detected. Check the connection. may be displayed depending on the computer you use. In this case, follow the procedure below to reinstall the MP Drivers.

1. Click Cancel on the Printer Connection screen.

2. Click Start Over on the Installation Failure screen.

3. Click Back on the screen that appears next.

4. Click Exit on the PIXMA XXX screen (where "XXX" is your machine's name), then remove the CD-ROM.

5. Turn the machine off.

6. Restart the computer.

7. Make sure that you have no application software running.

8. Insert the CD-ROM again, then perform Easy Install to install the MP Drivers.

- **In other cases:**

  Follow the procedure described in your setup manual to reinstall the MP Drivers.

  If the MP Drivers were not installed correctly, uninstall the MP Drivers, restart your computer, and then reinstall the MP Drivers.

  ➡ Deleting the Unnecessary MP Drivers

  If you reinstall the MP Drivers, perform Custom Install on the *Setup CD-ROM*, then select MP Drivers.

  📖 **Note**

  - If the installer was forced to be terminated due to a Windows error, the system may be in an unstable condition and you may not be able to install the drivers. Restart your computer before reinstalling.

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![Advanced Guide]

Cannot Connect to Computer with a USB Cable Properly

Printing or Scanning Speed Is Slow/Hi-Speed USB Connection Does Not Work/"This device can perform faster" Message Is Displayed

If your system environment is not fully compatible with Hi-Speed USB, the machine will operate at a lower speed provided under USB 1.1. In this case, the machine operates properly but printing or scanning speed may slow down due to communication speed.

- **Check: Check the following to make sure that your system environment supports Hi-Speed USB connection.**

    - Does the USB port on your computer support Hi-Speed USB connection?
    - Do the USB cable, and the USB hub if you are using one, support Hi-Speed USB connection?
      Be sure to use a certified Hi-Speed USB cable. We recommend that the cable is no longer than around 10 feet / 3 meters.
    - Does the operating system of your computer support Hi-Speed USB connection?
      Obtain and install the latest update for your computer.
    - Does the Hi-Speed USB driver operate properly?
      Obtain the latest version of the Hi-Speed USB driver compatible with your hardware and reinstall it on your computer.

  ▶ **Important**

    - For details on Hi-Speed USB of your system environment, contact the manufacturer of your computer, USB cable, or USB hub.

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Print Results Not Satisfactory

If the print result is not satisfactory due to white streaks, misaligned lines, or uneven colors, confirm the paper and print quality settings first.

- **Check 1: Do the page size and media type settings match the size and type of the loaded paper?**

  When these settings are incorrect, you cannot obtain a proper print result.

  If you are printing a photograph or an illustration, incorrect paper type settings may reduce the quality of the printout color.

  Also, if you print with an incorrect paper type setting, the printed surface may be scratched.

  In borderless printing, uneven coloring may occur depending on the combination of the paper type setting and the loaded paper.

  The method of confirming the paper and print quality settings differs depending on what you do with your machine.

To copy by operating the machine	Confirm by using the Operation Panel on the machine. ➡ Setting Items
To print from a PictBridge compliant device	Confirm by using your PictBridge compliant device. ➡ Printing Photographs Directly from a Compliant Device Confirm by using the Operation Panel on the machine. ➡ Changing the Machine Settings on the LCD
To print from a wireless communication device	Confirm by using the Operation Panel on the machine. ➡ Changing the Machine Settings on the LCD
To print from a computer	Confirm by using the printer driver. ➡ Printing with Easy Setup

- **Check 2: Make sure that the appropriate print quality is selected according to the media type and printing data referring to the table in Check 1.**

  Select a print quality option suitable for the paper and image for printing. If you notice blurs or uneven colors, increase the print quality setting and try printing again.

  📖 **Note**

  - When printing from a PictBridge compliant device, set the print quality setting by using the Operation Panel on the machine.
    You cannot make this setting from a PictBridge compliant device.
  - You cannot change the print quality setting when printing from a wireless communication device.

- **Check 3: If the problem is not resolved, there may be other causes.**

  See also the sections below:

  ➡ Cannot Print to End of Job

  ➡ No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

  ➡ Colors Are Unclear

  ➡ Lines Are Misaligned

  ➡ Printed Paper Curls or Has Ink Blots

➡ Paper Is Smudged/Printed Surface Is Scratched

➡ Back of the Paper Is Smudged

➡ Vertical Lines Are Printed on the Sides of the Printout

➡ Colors Are Uneven or Streaked

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➡ Paper Is Smudged/Printed Surface Is Scratched

➡ Back of the Paper Is Smudged

➡ Vertical Lines Are Printed on the Sides of the Printout

➡ Colors Are Uneven or Streaked

Advanced Guide

Cannot Print to End of Job

- ## Check 1: Is the size of the print data extremely large?

  Click Print Options on the Page Setup sheet. Then, select the Prevent loss of print data check box in the displayed dialog.

- ## Check 2: Is the space of your computer's hard disk sufficient?

  Delete unnecessary files to free disk space.

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No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

No Printing Results
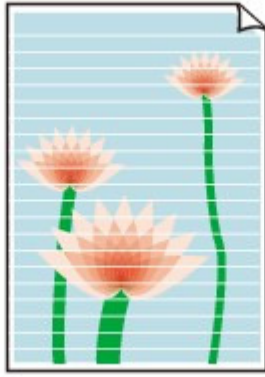
Printing Is Blurred

Colors Are Wrong

White Streaks

- **Check 1: Did you confirm the paper and print quality settings?**

  ➡ Print Results Not Satisfactory

- **Check 2: Is the FINE Cartridge installed properly?**

  If the Ink Cartridge Locking Cover is not closed securely, ink may not be ejected correctly.

  Open the Scanning Unit (Cover), open the Ink Cartridge Locking Cover, then close the Ink Cartridge Locking Cover.

  When you close the Ink Cartridge Locking Cover, push the Ink Cartridge Locking Cover until it clicks into place.
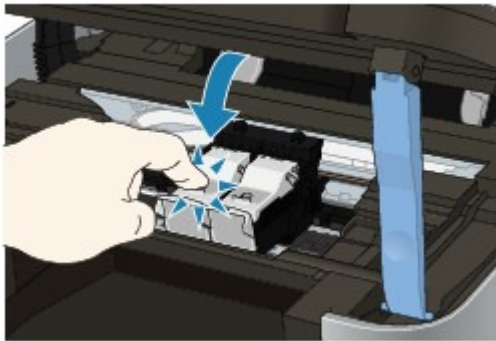
- **Check 3: Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.**

  Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

  Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

  - If the Nozzle Check Pattern is not printed correctly:
    After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
  - If the problem is not resolved after performing the Print Head Cleaning twice:
    Perform the Print Head Deep Cleaning.
    If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
  - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
    Ink may have run out. Replace the FINE Cartridge.

- **Check 4: When a FINE Cartridge runs out of ink, replace it with a new one.**

- **Check 5: When using paper with one printable surface, make sure that**

the paper is loaded with the printable side facing up.

Printing on the wrong side of such paper may cause unclear prints or prints with reduced quality.

Refer to the instruction manual supplied with the paper for detailed information on the printable side.

- **Check 6: Is the Platen Glass or the glass of ADF dirty?**

  Clean the Platen Glass or the glass of ADF.

  ➡ Cleaning the Platen Glass and Document Cover

- **When copying, see also the sections below:**

- **Check 7: Check that the original is loaded correctly on the Platen Glass**

  or in the ADF.

  ➡ Loading Paper / Originals

- **Check 8: Is the original document is loaded with the proper side facing**

  up?

  When loading the original on the Platen Glass, the side to be copied should be face down. When loading the original in the ADF, the side to be copied should be face up.

- **Check 9: Did you copy a printout done by this machine?**

  Print from the digital camera directly, or reprint from the computer.

  If you copy a printout done by this machine, print quality may be reduced.

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Colors Are Unclear

- **Check 1: Enable color correction.**

  When printing photographs or other graphics, enabling color correction in the printer driver may improve color.

  Select Vivid Photo in the Effects sheet in the printer driver setup window.

- **Check 2: Is the FINE Cartridge installed properly?**

  If the Ink Cartridge Locking Cover is not closed securely, ink may not be ejected correctly.

  Open the Scanning Unit (Cover), open the Ink Cartridge Locking Cover, then close the Ink Cartridge Locking Cover.

  When you close the Ink Cartridge Locking Cover, push the Ink Cartridge Locking Cover until it clicks into place.
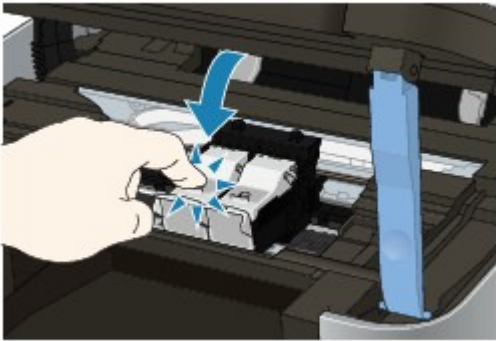
- **Check 3: When a FINE Cartridge runs out of ink, replace it with a new one.**

- **Check 4: Is the Nozzle Check Pattern printed properly?**

  Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

  Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

  - If the Nozzle Check Pattern is not printed correctly:
    After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
  - If the problem is not resolved after performing the Print Head Cleaning twice:
    Perform the Print Head Deep Cleaning.
    If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
  - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
    Ink may have run out. Replace the FINE Cartridge.

Note

- Printed colors may not match screen colors due to basic differences in the methods used to produce colors. Color control settings and environmental differences can also affect how colors appear on the screen.

Advanced Guide

Lines Are Misaligned

- **Check 1: Did you confirm the paper and print quality settings?**

  Print Results Not Satisfactory

- **Check 2: Perform Print Head Alignment.**

  If you did not align the Print Head after installation, straight lines may be printed misaligned.

  Aligning the Print Head

  Note

  - If the problem is not resolved after performing the Print Head Alignment, perform Print Head Alignment manually referring to Aligning the Print Head Position .

- **Check 3: Is the size of the print data extremely large?**

  Click Print Options on the Page Setup sheet. Then, select the Prevent loss of print data check box in the displayed dialog.

- **Check 4: Is the Page Layout Printing performed or the Binding margin function used?**

  When the Page Layout Printing or Binding margin function is being used, thin lines may not be printed. Try thickening the lines in the document.

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![Advanced Guide]

Printed Paper Curls or Has Ink Blots

Printed Paper Has Ink Blots

Printed Paper Curls

- **Check 1: Did you confirm the paper and print quality settings?**

  → Print Results Not Satisfactory

- **Check 2: If the intensity is set high, reduce the Intensity setting in the**

  printer driver and try printing again.

  If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

  - When printing from your computer

    Confirm the intensity using the printer driver.

    → Adjusting Intensity

  - When copying

    → Setting Items

- **Check 3: Is Photo Paper used for printing photographs?**

  When printing data with high color saturation such as photographs or images in deep color, we recommend using Photo Paper Plus Glossy II or other Canon speciality paper.

  → Loading Paper / Originals

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Paper Is Smudged/Printed Surface Is Scratched

Paper Is Smudged
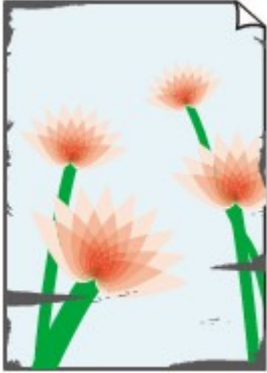
The Edges of Paper Are Smudged
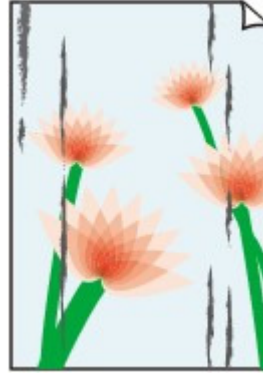
Printed Surface Is Smudged

Printed Surface Is Scratched

- **Check 1: Did you confirm the paper and print quality settings?**

  ➡ Print Results Not Satisfactory

- **Check 2: Is the appropriate type of paper used? Check the followings:**

  - Check to see if the paper you are printing on is suitable for your printing purpose.
    ➡ Loading Paper / Originals
  - When performing Borderless Printing, make sure that the paper you are using is suitable for Borderless Printing.
    If the paper you are using is not suitable for Borderless Printing, the print quality may be reduced at the top and bottom edges of the paper.
    ➡ Printing Area

- **Check 3: Load the paper after correcting its curl.**

  - **For Plain Paper**

    Turn the paper over and reload it to print on the other side.

    Leaving the paper loaded on the Rear Tray for a long time may cause the paper to curl. In this case, load the paper with the other side facing up. It may resolve the problem.

    We recommend putting unused paper back into the package and keeping it on a level surface.

  - **For Other Paper**

    If the curl on the four corners of the paper is more than 0.1 inch / 3 mm (A) in height, the paper may be smudged or may not be fed properly. In such cases, follow the procedure described below to correct the paper curl.

1. Roll up the paper in the opposite direction to the paper curl as shown below.
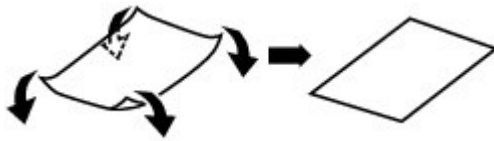
2. Check that the paper is now flat.

    We recommend printing curl-corrected paper one sheet at a time.

📖 Note

- Depending on the media type, the paper may be smudged or may not be fed properly even if it is not curled inward. In such cases, follow the procedure described below to curl the paper outward within 0.1 inch / 3 mm (B) in height before printing. This may improve the print result.
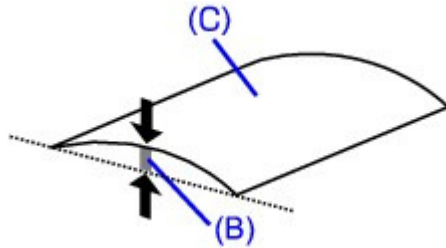
(C) Printing side
We recommend printing paper that has been curled outward one sheet at a time.

- **Check 4: If you are printing on thick paper, select the Prevent paper abrasion setting.**

  Selecting the Prevent paper abrasion setting will widen the clearance between the Print Head and the loaded paper. If you notice abrasion even with the media type set correctly to match the loaded paper, set the machine to prevent paper abrasion by using the Operation Panel or the computer.

  Print speed is reduced if you are selecting the Prevent paper abrasion setting.

  * Deactivate the Prevent paper abrasion setting once printing is complete. If not, this setting remains enabled for all subsequent print jobs.

  - **To set by using the Operation Panel**

    Press the **Menu** button repeatedly until Device settings appears, use the ◀▶ button and **OK** button to select Print settings and Prevent abrasion in this order, then select ON.
    ➡ Changing the Machine Settings on the LCD

  - **To set by using your computer**

    Open the printer driver setup window, and in Custom Settings in the Maintenance sheet, select the Prevent paper abrasion check box, and then click Send.
    To open the printer driver setup window, see Opening the Printer Driver Setup Window.

- **Check 5: If the intensity is set high, reduce the Intensity setting in the printer driver and try printing again.**

  If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

  - When printing from your computer
    Reduce the Intensity setting in the printer driver and try printing again.

    1. Open the printer driver setup window.

        ➡ Opening the Printer Driver Setup Window

         Click Here: Printer Driver
        * Before clicking here to open the printer driver setup window, quit the running application

software.

     2. On the Main sheet, select Manual for Color/Intensity, and then click Set.

     3. Drag the Intensity slide bar on the Color Adjustment sheet to adjust the intensity.

- When copying
  ➡ Setting Items

- **Check 6: Is printing performed beyond the recommended printing area?**

  If you are printing beyond the recommended printing area of your printing paper, the lower edge of the paper may become stained with ink.

  Resize your original document in your application software.

  ➡ Printing Area

- **Check 7: Is the Platen Glass or the glass of ADF dirty?**

  Clean the Platen Glass or the glass of ADF.

  ➡ Cleaning the Platen Glass and Document Cover

- **Check 8: Is the Paper Feed Roller dirty?**

  Clean the Paper Feed Roller.

  ➡ Routine Maintenance

  📖 **Note**

  - Cleaning the Paper Feed Roller will wear the roller, so perform this procedure only when necessary.

- **Check 9: Is the inside of the machine dirty?**

  When performing duplex printing, the inside of the machine may become stained with ink, causing the printout to become smudged.

  Perform the Bottom Plate Cleaning to clean the inside of the machine.

  ➡ Cleaning the Inside of the Machine (Bottom Plate Cleaning)

  📖 **Note**

  - To prevent the inside of the machine from stains, set the paper size correctly.

- **Check 10: Set Ink Drying Wait Time longer.**

  Doing so gives the printed surface enough time to dry so that paper smudged and scratched are prevented.

       1. Make sure that the machine is turned on.

       2. Open the printer driver setup window.

          ➡ Opening the Printer Driver Setup Window

       3. Click the Maintenance tab and then Custom Settings.

       4. Drag the Ink Drying Wait Time slide bar to set the wait time, and then click Send.

       5. Confirm the message and click OK.

- **Check 11: Is the paper scratched by other loaded paper?**

Depending on the media type, the paper may be scratched by other loaded paper when feeding from the Rear Tray. In this case, load one sheet at a time.

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Back of the Paper Is Smudged
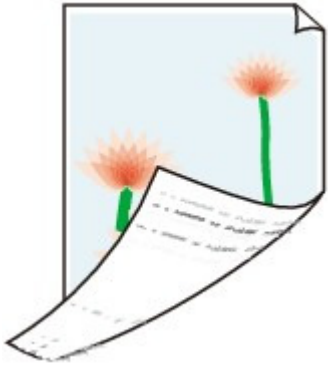
- **Check 1: Did you confirm the paper and print quality settings?**

  ➡ Print Results Not Satisfactory

- **Check 2: Perform the Bottom Plate Cleaning to clean the inside of the machine.**

  ➡ Cleaning the Inside of the Machine (Bottom Plate Cleaning)

  📖 **Note**

  - When performing borderless printing, duplex printing, or too much printing, the inside may become stained with ink.

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Vertical Lines Are Printed on the Sides of the Printout
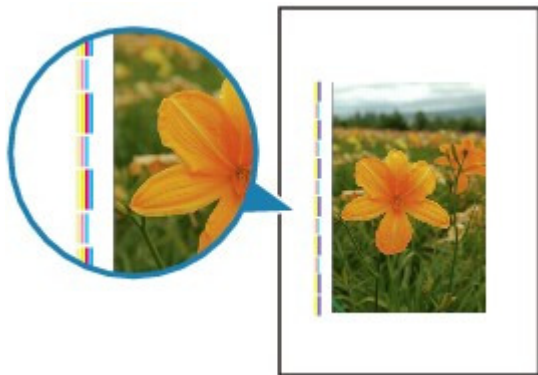
- **Check 1: Did you confirm the paper type and print quality settings?**

    Print Results Not Satisfactory

- **Check 2: Is the size of the loaded paper correct?**

    The vertical lines may be printed in the margin if the size of the loaded paper is larger than that specified in the printer driver.

    Set the paper size correctly according to the paper you loaded.

    Print Results Not Satisfactory

Note

- The direction of the vertical line pattern may vary depending on the image data or the print setting.
- This machine performs automatic cleaning when necessary to keep printouts clean. A small amount of ink is ejected for cleaning.
    Although ink is usually ejected on the ink absorber, it may be ejected on the paper if you load paper larger than that specified with the printer driver.

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![Advanced Guide]

Colors Are Uneven or Streaked

Colors Are Uneven

Colors Are Streaked

- **Check 1: Did you confirm the paper and print quality settings?**

  ➡ Print Results Not Satisfactory

- **Check 2: Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.**

  Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

  Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

  - If the Nozzle Check Pattern is not printed correctly:
    After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
  - If the problem is not resolved after performing the Print Head Cleaning twice:
    Perform the Print Head Deep Cleaning.
    If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
  - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
    Ink may have run out. Replace the FINE Cartridge.

- **Check 3: Perform Print Head Alignment.**

    ➡ Aligning the Print Head

    📖**Note**

    - If the problem is not resolved after performing the Print Head Alignment, perform Print Head Alignment manually referring to Aligning the Print Head Position .

Advanced Guide > Troubleshooting > Printing Does Not Start

Printing Does Not Start

- **Check 1: Make sure that the power plug is securely plugged in, then**

  turn the machine on.

  While the **Power** lamp is flashing green, the machine is initializing. Wait until the **Power** lamp stops flashing and remains lit green.

  > **Note**
  > - When printing large data such as a photo or graphics, it may take longer to start printing. While the **Power** lamp is flashing green, the computer is processing data and sending it to the machine. Wait until printing starts.

- **Check 2: Make sure that the machine is connected to your computer**

  properly.

  When the machine is connected to your computer with a USB cable, make sure that the USB cable is securely plugged in to the machine and the computer, then check the followings:

  - If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
  - There could also be a problem with the USB cable. Replace the USB cable and try printing again.

  When you use the machine over LAN, make sure that the machine is set up to be used over network correctly. For details, refer to your setup manual.

- **Check 3: Restart your computer if you are printing from the computer.**

  If there are any unnecessary print jobs, delete them.

  ➡ Deleting the Undesired Print Job

- **Check 4: Make sure that your machine's name is selected in the Print**

  dialog box.

  The machine will not print properly if you are using a driver for a different printer.

  Make sure that your machine's name is selected in the Print dialog box.

  > **Note**
  > - To make the machine the one selected by default, select Set as Default Printer.

- **Check 5: Configure the printer port appropriately.**

  Make sure that the printer port is configured appropriately in the printer driver.

  1. Log on as a user account with administrator privilege.

  2. Click Control Panel, then Printer under Hardware and Sound.

     In Windows 7, click Control Panel, Hardware and Sound, then Devices and Printers.
     In Windows XP, click Control Panel, Printers and Other Hardware, then Printers and Faxes.
     In Windows 2000, click Control Panel, then double-click Printers.

  3. Right-click the Canon XXX Printer icon (where "XXX" is your machine's name), then select Printer properties (Windows 7) or Properties (Windows Vista, Windows XP or Windows 2000).

4. Click the Ports tab to confirm the port settings.

Make sure that a port named USBnnn (where "n" is a number) with Canon XXX Printer appearing in the Printer column is selected for Print to the following port(s).

> **Note**
>
> - When the machine is used over LAN, the port name of the machine is displayed as "CNBJNP_xxxxxxxxxx".
>   * "xxxxxxxxxx" is the character string generated from the MAC address or a character string specified by the user when setting up the machine.

- If the setting is incorrect:
  Reinstall the MP Drivers.
- Printing does not start even though the port named USBnnn is selected:
  Launch Canon My Printer from the task tray, select Diagnose and Repair Printer. Follow the on-screen instructions to set the correct printer port, then select Canon XXX Printer (without FAX).
  If the problem is not resolved, reinstall the MP Drivers.
- Printing does not start even though the port named "CNBJNP_xxxxxxxxxx" is selected when the machine is used over LAN:
  Launch the Canon IJ Network Tool, and select "CNBJNPxxxxxxxxxx" as you confirmed in step 4, then associate the port with the printer using Associate Port in the Settings menu.
  If the problem is not resolved, reinstall the MP Drivers.

- **Check 6: Is the size of the print data extremely large?**

  Click Print Options on the Page Setup sheet. Then, select the Prevent loss of print data check box in the displayed dialog.

Advanced Guide

Copying/Printing Stops Before It Is Completed

- **Check 1: Has the machine been printing continuously for a long period?**

  If the machine has been printing continuously for a long time, the Print Head may overheat. To protect the Print Head, the machine may stop printing at a line break for a period of time and then resume printing.

  In this case, interrupt your print session at a convenient time and turn the machine off for at least 15 minutes.

  Additionally, if the machine has been printing graphics or photos with intense colors continuously over a period of time, the machine may stop printing to protect the Print Head. In this case, printing will not resume automatically. Turn the machine off for at least 15 minutes.

  ⚠ **Caution**

  - The Print Head and the surrounding area can become extremely hot inside the machine. Never touch the Print Head or nearby components.

- **Check 2: Is the paper loaded?**

  Make sure that paper is loaded in the Rear Tray.

  If the machine has run out of paper, load paper.

- **Check 3: Do the printing documents have lots of photographs or illustrations?**

  Printing large data such as photos or graphics takes time for the machine and the computer to process, during which the machine may appear to have stopped operating.

  In addition, when printing data that uses a large amount of ink continuously on plain paper, the machine may pause temporarily. In either case, wait until the process is complete.

  📖 **Note**

  - If you are printing a document with a large printing area or printing multiple copies of a document, printing may pause to allow the ink to dry.

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Advanced Guide

Machine Moves But Ink Is Not Ejected

- **Check 1: Are the Print Head nozzles clogged?**

    Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

    Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

    - If the Nozzle Check Pattern is not printed correctly:
      After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
    - If the problem is not resolved after performing the Print Head Cleaning twice:
      Perform the Print Head Deep Cleaning.
      If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
    - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
      Ink may have run out. Replace the FINE Cartridge.

- **Check 2: Is the FINE Cartridge installed properly?**

    If the Ink Cartridge Locking Cover is not closed securely, ink may not be ejected correctly.

    Open the Scanning Unit (Cover), open the Ink Cartridge Locking Cover, then close the Ink Cartridge Locking Cover.

    When you close the Ink Cartridge Locking Cover, push the Ink Cartridge Locking Cover until it clicks into place.

- **Check 3: When a FINE Cartridge runs out of ink, replace it with a new one.**

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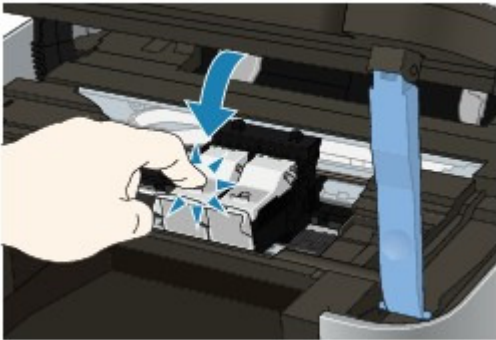
Advanced Guide

Advanced Guide > Troubleshooting > Printing Speed Is Not as Fast as Expected

Printing Speed Is Not as Fast as Expected

- **Check 1: Is printing performed in Quiet Mode?**

    Print speed is reduced if you specified to print in Quiet Mode on the computer or Operation Panel. For faster printing, do not print in Quiet Mode.

    For information to make settings on the computer, refer to Reducing the Machine Noise .

    For information to make setting on the Operation Panel, see Changing the Machine Settings on the LCD.

- **Check 2: Is the print quality set too high?**

    Increase the printing speed setting in the printer driver. Setting to prioritize speed makes printing faster.

    1. Open the printer driver setup window.

        ➡ Opening the Printer Driver Setup Window

        Click Here: Printer Driver

        * Before clicking here to open the printer driver setup window, quit the running application software.

    2. On the Main sheet, select Fast for the Print Quality setting.

        Depending on the media type, the Fast option may not be available.

    📖 **Note**

    - Setting to prioritize speed may be reduced printing quality.
    - Printing speed may not improve noticeably by following the instructions above, depending on your system environment.

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Advanced Guide

FINE Cartridge Holder Does Not Move to the Position for Replacing

- ## Check 1: Is the Power lamp off?

  Check if the **Power** lamp is lit green.

  The FINE Cartridge Holder will not move unless the power is on. If the **Power** lamp is off, close the Scanning Unit (Cover) and turn the machine on.

  While the **Power** lamp is flashing green, the machine is initializing. Wait until the **Power** lamp stops flashing and remains lit green, and then open the Scanning Unit (Cover) again.

- ## Check 2: Is an error message displayed on the LCD?

  Close the Scanning Unit (Cover), follow the directions displayed in the error message to resolve the error, and then reopen it. For details on how to resolve the error, see An Error Message Is Displayed on the LCD.

- ## Check 3: Has the Scanning Unit (Cover) been left open for 10 minutes or longer?

  If the Scanning Unit (Cover) is left open for more than 10 minutes, the FINE Cartridge Holder moves to the right to prevent the Print Head from drying out. Close and reopen the Scanning Unit (Cover) to return the FINE Cartridge Holder to the left.

- ## Check 4: Has the machine been printing continuously for a long period?

  Close the Scanning Unit (Cover), wait a while, then reopen it.

  If the machine has been printing continuously for a long time, the FINE Cartridge Holder may not move to the center since the Print Head may overheat.

  ### Note

  - Opening the Scanning Unit (Cover) while printing moves the FINE Cartridge Holder to the right. Close the Scanning Unit (Cover), and reopen it after printing is complete.

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Paper Does Not Feed Properly

- **Check 1: Make sure of the following when you load paper.**

    - When loading two or more sheets of paper, flip through the paper before loading.

    - When loading two or more sheets of paper, align the edges of the sheets before loading.
    - When loading two or more sheets of paper, make sure that the paper stack does not exceed the paper load limit.
      However, proper feeding of paper may not be possible at this maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature and humidity). In such cases, reduce the sheets of paper you load at a time to less than half of the paper load limit.
    - Always load the paper in portrait orientation, regardless of the printing orientation.
    - When you load the paper on the Rear Tray, load the paper with the print side facing UP and slide the Paper Guides to align with the both sides of the paper.

      ➡ Loading Paper / Originals

- **Check 2: Check to see if the paper you are printing on is not too thick or curled.**
  ➡ Loading Paper / Originals

- **Check 3: Make sure of the following when you load envelopes.**

  When printing on envelopes, refer to Loading Paper / Originals , and prepare the envelopes before printing.
  Once you have prepared the envelopes, load them in portrait orientation. If the envelopes are placed in landscape orientation, they will not feed properly.

- **Check 4: Make sure that there are not any foreign objects in the Rear Tray.**

If the paper tears in the Rear Tray, see Paper Jams to remove it.

If there are any foreign objects in the Rear Tray, be sure to turn off the machine, unplug it from the power supply, then remove the foreign object.

- **Check 5: Clean the Paper Feed Roller.**

  ➡ Routine Maintenance

  📖 **Note**

  - Cleaning the Paper Feed Roller will wear the roller, so perform this procedure only when necessary.

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Advanced Guide > Troubleshooting > Paper Jams

Paper Jams

Important

- While the machine is receiving a fax (in memory), you cannot turn off the machine. Turn it off after receiving the fax. Do not disconnect the power plug while the machine is receiving a fax. If you disconnect the power plug, all the documents stored in memory are deleted.

Note

- If you need to turn off the machine to remove jammed paper during printing, press the **Stop** button to cancel print jobs before turning off the machine.

Paper Is Jammed in the Paper Output Slot or the Rear Tray

In Other Cases

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Paper Is Jammed in the Paper Output Slot or the Rear Tray

Remove the paper following the procedure below.

1. Slowly pull the paper out, either from the Rear Tray or from the Paper Output Slot, whichever is easier.

Note

- If the paper tears and a piece remains inside the machine, turn the machine off, open the Scanning Unit (Cover), and remove the paper.
  Be careful not to touch the components inside the machine.
  After removing all paper, close the Scanning Unit (Cover), and turn the machine back on.
- If you cannot pull the paper out, turn the machine off and turn it back on. The paper may be ejected automatically.

2. Reload the paper, and press the **OK** button on the machine.

   If you turned off the machine in step 1, all print jobs in the queue are canceled. Reprint if necessary.

Note

- When reloading the paper, confirm that you are using the correct paper and are loading it correctly.
  → Loading Paper / Originals
- A5 sized paper is suited to printing documents consisting mainly of text. We do not recommend using such paper to print documents with photos or graphics, since the printout may curl and cause paper exit jams.

If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact the service center.

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In Other Cases

Make sure of the following:

- **Check 1: Are there any foreign objects around the Paper Output Slot?**

- **Check 2: Are there any foreign objects in the Rear Tray?**

If there are any foreign objects in the Rear Tray, be sure to turn off the machine, unplug it from the power supply, then remove the foreign object.

- **Check 3: Is the paper curled?**

  ➡ Check 3: Load the paper after correcting its curl.

Advanced Guide

Document Jams in the ADF

▶ Important

- When you turn off the machine to remove the jammed document, make sure of the following.
  - While the machine is receiving a fax (in memory), you cannot turn off the machine. Turn it off after receiving the fax. Do not disconnect the power plug while the machine is receiving a fax. If you disconnect the power plug, all the documents stored in memory are deleted.

If the Stop button is pressed while the machine is scanning the document:

If you press the **Stop** button during scanning, Document in ADF Press [OK] appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.

Removing the jammed document from the Document Tray:

Remove the document following the procedure below.

1. **If printing is in progress, press the Stop button.**

2. **Turn off the machine.**

3. **If a multi-page document is loaded, remove any pages other than the jammed page from the ADF, then open the Document Feeder Cover.**

4. **Pull out the jammed document from the ADF.**

5. **Close the Document Feeder Cover, then turn on the machine.**

When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact the service center.

Note

- The document may not feed properly depending on the media type, or your environment, such as when the temperature and humidity are either too high or too low.
  In this case, reduce the number of document pages to approximately half of the loading capacity.
  If the document still jams, use the Platen Glass instead.

Removing the jammed document from the Document Output Slot:

If the document is jammed in the Document Output Slot, close the Document Tray as shown in the figure below and pull out the document.

When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact the service center.

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Advanced Guide > Troubleshooting > Message Appears on the Computer Screen

Message Appears on the Computer Screen

➡ Error Number: B200 A printer error has occurred. Turn the printer off and unplug the power cord of the printer from the power supply. Then contact the service center. Is Displayed

➡ Error Number: **** A printer error has occurred. Turn the printer off and then on again. If this doesn't clear the error, see the user's guide for more detail. Is Displayed

➡ Error Regarding the Power Cord Being Unplugged Is Displayed

➡ Writing Error/Output Error/Communication Error

➡ Other Error Messages

➡ The Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed

Error Number: B200 A printer error has occurred. Turn the printer off and unplug the power cord of the printer from the power supply. Then contact the service center. Is Displayed

Turn off the machine, and unplug the power cord of the machine from the power supply.

Contact the service center.

> **Important**
>
> ■ If you disconnect the power plug, all the documents stored in memory are deleted.

Error Number: **** A printer error has occurred. Turn the printer off and then on again. If this doesn't clear the error, see the user's guide for more detail. Is Displayed

"****" is displayed in the alphanumeric character and depends on the error occurred.

- **5100 Is Displayed**

  Confirm the movement of the FINE Cartridge Holder blocked.

  Cancel printing from your computer, turn off the machine. Then clear the jammed paper or protective material that is preventing the FINE Cartridge Holder from moving, and turn on the machine again.

  > **Important**
  >
  > ■ Be careful not to touch the components inside the machine. The machine may not print out properly if you touch it.
  > ■ If the problem is not resolved, contact the service center.

- **6000 Is Displayed**

  If any object is placed in front of the machine, remove it.

  Open the Paper Output Tray gently, then turn the power off and back on.

- **Four-Digit Alphanumeric and "Printer error has occurred." Is Displayed**

  Turn off the machine, and unplug the power cord of the machine from the power supply.

  Plug the machine back in and turn the machine back on.

  If the problem is not resolved, contact the service center.

Error Regarding the Power Cord Being Unplugged Is Displayed

The power cord may have been unplugged while the machine was still on.
Check the error message that appears on the computer, then click OK.
The machine starts printing.

Refer to Notice for Unplugging the Power Cord for unplugging the power cord.

Writing Error/Output Error/Communication Error

- **Check 1: If the Power lamp is off, make sure that the power plug is plugged in, then turn the machine on.**

  While the **Power** lamp is flashing green, the machine is initializing. Wait until the **Power** lamp stops flashing and remains lit green.

- **Check 2: Make sure that the printer port is configured appropriately in the printer driver.**

  * In the following instructions, " **XXX**" signifies your machine's name.

  1. **Log on as a user account with administrator privilege.**

  2. **Click Control Panel, then Printer under Hardware and Sound.**

     In Windows 7, click Control Panel, Hardware and Sound, then Devices and Printers.
     In Windows XP, click Control Panel, Printers and Other Hardware, then Printers and Faxes.
     In Windows 2000, click Control Panel, then double-click Printers.

  3. **Right-click the Canon XXX Printer icon, then select Printer properties (Windows 7) or Properties (Windows Vista, Windows XP or Windows 2000).**

  4. **Click the Ports tab to confirm the port settings.**

     Make sure that a port named USBnnn (where "n" is a number) with Canon XXX Printer appearing in the Printer column is selected for Print to the following port(s).

     📖 **Note**

     - When the machine is used over LAN, the port name of the machine is displayed as "CNBJNP_xxxxxxxxxx".
       * "xxxxxxxxxx" is the character string generated from the MAC address or a character string specified by the user when setting up the machine.

  - If the setting is incorrect:
    Reinstall the MP Drivers.
  - Printing does not start even though the port named USBnnn is selected:
    Launch Canon My Printer from the task tray, select Diagnose and Repair Printer. Follow the on-screen instructions to set the correct printer port, then select Canon XXX Printer (without FAX).
    If the problem is not resolved, reinstall the MP Drivers.
  - Printing does not start even though the port named "CNBJNP_xxxxxxxxxx" is selected when the machine is used over LAN:
    Launch the Canon IJ Network Tool, and select "CNBJNPxxxxxxxxxx" as you confirmed in step 4, then associate the port with the printer using Associate Port in the Settings menu.
    If the problem is not resolved, reinstall the MP Drivers.

- **Check 3: Make sure that the machine is connected to your computer properly.**

  When the machine is connected to your computer with a USB cable, make sure that the USB cable is securely plugged in to the machine and the computer, then check the followings:

  - If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
  - There could also be a problem with the USB cable. Replace the USB cable and try printing again.

  When you use the machine over LAN, make sure that the machine is set up to be used over network correctly. For details, refer to your setup manual.

- **Check 4: Make sure that the MP Drivers are installed correctly.**

  Uninstall the MP Drivers following the procedure described in Deleting the Unnecessary MP Drivers, insert the *Setup CD-ROM* into the computer's disc drive and perform Custom Install

and select MP Drivers to install again.

- **Check 5: When the machine is connected to your computer with a USB cable, check the status of the device on your computer.**

  Follow the procedure below to check the status of the device.

  1. **Click Control Panel, Hardware and Sound, then Device Manager.**

     If the User Account Control screen is displayed, follow the on-screen instructions.
     In Windows XP, click Control Panel, Performance and Maintenance, System, then click Device Manager on the Hardware sheet.
     In Windows 2000, click Control Panel, and double-click System, then click Device Manager on the Hardware sheet.

  2. **Double-click Universal Serial Bus controllers then USB Printing Support.**

     If USB Printing Support is not displayed, make sure that the machine is correctly connected to the computer.
     ➡ Check 3: Make sure that the machine is connected to your computer properly.

  3. **Click the General tab and make sure that there is no indication of a problem with the device.**

     If a device error is displayed, refer to Windows help to resolve the error.

Other Error Messages

- **Check: If an error message is displayed outside the printer status monitor, check the following:**

  - "Could not spool successfully due to insufficient disk space"
    Delete any unnecessary files to increase the amount of free space on the disk.
  - "Could not spool successfully due to insufficient memory"
    Quit other running applications to increase available memory.
    If you still cannot print, restart your computer and retry printing.
  - "Printer driver could not be found"
    Uninstall the printer driver according to the procedure described in Deleting the Unnecessary MP Drivers , and then reinstall it.
  - "Could not print Application name - File name"
    Try printing again once the current job is complete.

The Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed

If the Inkjet Printer/Scanner/Fax Extended Survey Program is installed, a confirmation screen asking for permission to send the printer usage information will be displayed three months and then six months after the installation. After that, it will be displayed every six months for about four years.

Read the instructions on the screen and follow the procedure below.
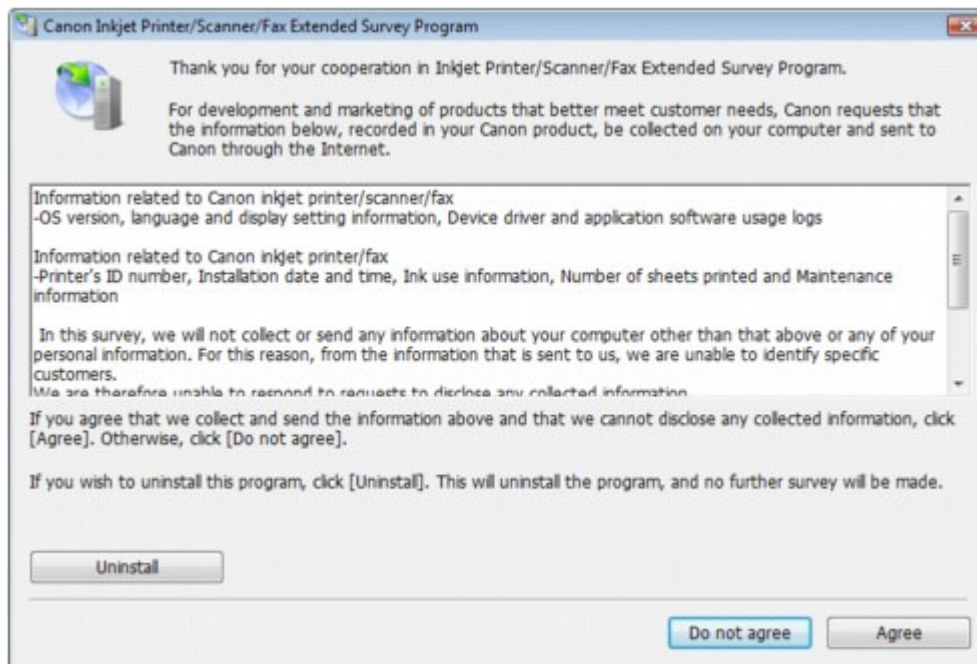
- **If you agree to participate in the survey program:**

  Click Agree, then follow the on-screen instructions. The printer usage information will be sent via the Internet. If you have followed the on-screen instructions, the information will be sent automatically from the second time onward and the confirmation screen will not be displayed again.

  ### Note
  - When the information is being sent, a caution screen such as an Internet security screen may be displayed. In this case, confirm that the program name is "IJPLMUI.exe", then allow it.
  - If you deselect the Send automatically from the next time check box, the information will not be sent automatically from the second time onward and a confirmation screen will be displayed at the time of the next survey. To send the information automatically, see Changing the confirmation screen setting: .

- **If you do not agree to participate in the survey program:**

  Click Do not agree. The confirmation screen will be closed, and the survey at that time is skipped. The confirmation screen will be displayed again three months later.

- **To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program:**

  To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program, click Uninstall, then follow the on-screen instructions.

- **Changing the confirmation screen setting:**

  1. Select items the Start menu as shown below.

     - In Windows 7 or Windows Vista, select the Start menu > Control Panel > Uninstall a program.
     - In Windows XP, select the Start menu > Control Panel > Add or Remove Programs.
     - In Windows 2000, select the Start menu > Settings > Control Panel > Add/Remove Programs.

     ### Note
     - In Windows 7 or Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling or starting up software.
       This dialog box appears when administrative rights are required to perform a task.
       If you are logged on to an administrator account, follow the on-screen instructions.

  2. Select Canon Inkjet Printer/Scanner/Fax Extended Survey Program.

3. Select Change.

   If you select Yes after you have followed the on-screen instructions, the confirmation
   screen will be displayed at the time of the next survey.
   If you select No, the information will be sent automatically.

   ### Note

   - If you select Uninstall (or Remove), the Inkjet Printer/Scanner/Fax Extended Survey
     Program is uninstalled. Follow the on-screen instructions.

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For Windows Users

Printer Status Monitor Is Not Displayed

- **Check: Is the printer status monitor enabled?**

  Make sure that Enable Status Monitor is selected on the Option menu of the printer status monitor.

  1. **Open the printer driver setup window.**
     - ➡ Opening the Printer Driver Setup Window

  2. **On the Maintenance sheet, click View Printer Status.**

  3. **Select Enable Status Monitor on the Option menu if it is not selected.**

- **If you are using Windows 7 or Windows Vista:**

Launching MP Navigator EX Whenever Pressing the Color or Black Button on the Machine

- **Check: Specify the response from pressing the Color or Black button on the machine.**

  Follow the procedure below to specify the response on your computer.

  - **If you are using Windows 7:**

    1. **Log on as a user account with administrator privilege.**

    2. **Click Control Panel, Hardware and Sound, then Devices and Printers.**

    3. **Right-click the Canon XXX Printer icon (where "XXX" is your machine's name), then select Scan properties.**

       If the User Account Control screen appears, click Yes.

    4. **Click the Events tab on the WIA Canon XXX ser Properties screen.**

    5. **Select Start this program for Actions, then select MP Navigator EX Ver3.1 from the pull-down menu.**

       Choose an event from the Select an event pull-down menu, then select MP Navigator EX Ver3.1 to launch for each event. If MP Navigator EX Ver3.1 is already selected for each event, click Cancel.

    6. **Click OK.**

  - **If you are using Windows Vista:**

    1. **Log on as a user account with administrator privilege.**

    2. **Click Control Panel, Hardware and Sound, then Scanners and Cameras.**

3. **Select WIA Canon XXX ser, then click the Properties button.**

If the User Account Control screen appears, click Continue.

4. **Click the Events tab on the WIA Canon XXX ser Properties screen.**

5. **Select Start this program for Actions, then select MP Navigator EX Ver3.1 from the pull-down menu.**

Choose an event from the Select an event pull-down menu, then select MP Navigator EX Ver3.1 to launch for each event. If MP Navigator EX Ver3.1 is already selected for each event, click Cancel.

6. **Click OK.**

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Error Message Appears on a PictBridge Compliant Device

The following are the possible errors that may occur when printing directly from a PictBridge compliant device and the countermeasures to clear them.

📖 Note

- This section describes errors that are indicated on Canon-brand PictBridge compliant devices. The error messages and operations may vary depending on the device you are using. For errors on non -Canon PictBridge compliant devices, check the error message on the LCD and take the appropriate action to clear the error. For details, see An Error Message Is Displayed on the LCD .
- For the errors indicated on the PictBridge compliant device and their solution, also refer to the instruction manual of the device. For other troubles on the device, contact the manufacturer.

Error Message on the PictBridge Compliant Device	Action
"Printer in use"	If the machine is printing from the computer or warming up, wait until the job ends. When it is ready, the machine starts printing automatically.
"No paper"	Load paper on the Rear Tray, and select Continue* in the display on your PictBridge compliant device. * To resume printing, you can also press the **OK** button on the machine instead of selecting Continue on the device.
"Paper Error"	The Paper Output Tray is closed. Open the Paper Output Tray, then press the **OK** button on the machine.
"Paper jam"	Select Stop in the display on your PictBridge compliant device to stop printing. Remove the jammed paper, load new paper, press the **OK** button on the machine, and try printing again.
"Printer cover open"	Close the Scanning Unit (Cover) on the machine.
"No print head"	The FINE Cartridge is not installed or the Cartridge may not be compatible with this machine. Check: See Check ink U051/U052/U053/U059 in An Error Message Is Displayed on the LCD and take the appropriate action.
"Waste tank full"/"Ink absorber full"	The ink absorber is nearly full. Check: See Contact service center in An Error Message Is Displayed on the LCD and take the appropriate action.
"No ink"/"Ink cassette error"	● The FINE Cartridge has or may have run out of ink. ● The FINE Cartridge may not be installed properly or may not be compatible with this machine. Check the error message on the LCD and take the appropriate action to resolve the error. ➡ An Error Message Is Displayed on the LCD
"Hardware Error"	FINE Cartridge errors have occurred. Replace the FINE Cartridge. ➡ Routine Maintenance

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Cannot Print Properly from a Wireless Communication Device

- **Check: Is printing possible through Bluetooth communication?**

  ➡ Printing via Bluetooth Communication

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Problems with Scanning

➡ Scanner Does Not Work

➡ ScanGear (Scanner Driver) Does Not Start

➡ Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear

➡ Scan Quality (Image Displayed on the Monitor) Is Poor

➡ Scanned Image Is Surrounded by Extra White Areas

➡ Cannot Scan Multiple Documents at One Time

➡ Cannot Scan Properly in Auto Scan Mode

➡ Slow Scanning Speed

➡ "There is not enough memory." Message Is Displayed

➡ Computer Stops Operating during Scanning

➡ Scanner Does Not Work After Upgrading Windows

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Advanced Guide > Troubleshooting > Problems with Scanning > Scanner Does Not Work

Scanner Does Not Work

Check 1: Make sure that the machine is turned on.

Check 2: Connect the USB cable to a different USB port on the computer.

Check 3: If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 4: Restart the computer.

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ScanGear (Scanner Driver) Does Not Start

Check 1: Make sure that the MP Drivers is installed.

If it is not installed, insert the *Setup CD-ROM* into the computer's disc drive, then select Custom Install and install MP Drivers.

Check 2: On the File menu of the application, select Select Source and select the machine.

> **Important**
>
> - Do not select the model name that includes WIA in it.

> **Note**
>
> - The operation may differ depending on the application.

Check 3: Start from a TWAIN-compliant application.

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Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear

Check 1: Make sure that the machine is turned on.

Check 2: Connect the USB cable to a different USB port on the computer.

Check 3: If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 4: Make sure that the MP Drivers is installed.

If it is not installed, insert the *Setup CD-ROM* into the computer's disc drive, then select Custom Install and install MP Drivers.

Check 5: On the File menu of the application, select Select Source and select the machine.

Note

- The operation may differ depending on the application.

Check 6: Make sure that the application is TWAIN-compliant.

You cannot open ScanGear (scanner driver) from applications not supporting TWAIN.

Check 7: Exit ScanGear if it is running on another application.

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Scan Quality (Image Displayed on the Monitor) Is Poor

Check 1: Increase the scanning resolution.

➡ **Resolution**

Check 2: Set the scale to 100%.

Some applications do not display images clearly if the image is too small.

Check 3: If moire (stripe pattern) appears, take the following measures and scan again.

- On the Basic Mode tab of ScanGear (scanner driver), select Magazine(Color) in Select Source.
  ➡ **Basic Mode Tab**

- On the Advanced Mode tab of ScanGear, set Descreen in Image Settings to ON.
  ➡ **Image Settings**

  📖 **Note**

  - If moire appears when you scan a digital print photo, take the above measures and scan again.

- If you use MP Navigator EX, set Document Type to Magazine(Color) or enable Descreen in the Scan Settings dialog box and scan again.
  ➡ **Scan Settings Dialog Box (Photos/Documents)**

Check 4: Check the monitor's color depth.

- **Windows 7:**

  From the Start menu, select Control Panel > Appearance and Personalization > Adjust screen resolution > Preferences.
  On the Monitor tab of the displayed dialog box, set Colors to High Color (16 bit), True Color (24 bit) or True Color (32 bit).

- **Windows Vista:**

  From the Start menu, select Control Panel > Appearance and Personalization > Adjust screen resolution to open the Display Settings dialog box. Set the color depth to Medium (16 bit) or Highest (32 bit).

- **Windows XP:**

  From the Start menu, select Control Panel > Display to open the Display Properties dialog box. On the Settings tab, set Colors to Medium (16 bit) or Highest (32 bit).

- **Windows 2000:**

  From the Start menu, select Settings > Control Panel > Display to open the Display Properties dialog box. On the Settings tab, set Colors to High Color (16 bit) or True Color (32 bit).

Check 5: Clean the Platen and Document Cover.

➡ **Cleaning the Platen Glass and Document Cover**

Check 6: If the document is in poor condition (dirty, faded, etc.), use Reduce Dust and Scratches, Fading Correction, Grain Correction, etc. in Image Settings on the Advanced Mode tab of ScanGear.

➡ **Image Settings**

Check 7: If the color tone of images is different from the original document, take the following measures and scan again.

- On the Advanced Mode tab of ScanGear, set Image Adjustment in Image Settings to None.

  ➡ Image Settings

- On the Color Settings tab in the Preferences dialog box of ScanGear, set Color Matching.

  ➡ Color Settings Tab

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Scanned Image Is Surrounded by Extra White Areas

Check: Specify the scan area.

Click (Auto Crop) in whole image view of ScanGear (scanner driver) to automatically display the cropping frame (scan area) according to the document size.

You can also manually specify the scan area in thumbnail view or when there are white margins along the document (for example, in photos), or when you want to create custom cropping frames.

➡ Adjusting Cropping Frames

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Cannot Scan Multiple Documents at One Time

Check 1: Make sure that the documents are placed correctly on the Platen.

➡ Placing Documents

Check 2: Scan each item individually.

Some applications do not support multiple image scanning.

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Cannot Scan Properly in Auto Scan Mode

Check 1: Make sure that the documents are placed correctly on the Platen.

➡ Placing Documents

Check 2: Multiple image scanning may not be supported.

Some applications do not support multiple image scanning. In that case, scan each item individually.

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Advanced Guide

Slow Scanning Speed

Check 1: To view the image on a monitor, set the output resolution to around 150 dpi. To print, set it to around 300 dpi.

➡ Resolution

Check 2: Set Fading Correction, Grain Correction, etc. to None.

➡ Image Settings

Check 3: In MP Navigator EX, deselect the Correct slanted document / Detect the orientation of text documents and rotate images checkbox and scan again.

➡ Scan Settings Dialog Box (Photos/Documents)

➡ Scan Settings Dialog Box (Stack of Documents (ADF))

➡ Scan Settings Dialog Box (One-click Mode Screen)

➡ Scan Settings Dialog Box (Scanner Button Settings)

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"There is not enough memory." Message Is Displayed

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Advanced Guide > Troubleshooting > Problems with Scanning > "There is not enough memory." Message Is Displayed

"There is not enough memory." Message Is Displayed

Check 1: Exit other applications and try again.

Check 2: Reduce the resolution or output size and scan again.

➡Resolution

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Computer Stops Operating during Scanning

Check 1: Restart the computer, reduce the output resolution in ScanGear (scanner driver) and scan again.

Check 2: Delete unnecessary files to obtain sufficient free hard disk space, then scan again.

Error message may appear if there is not enough hard disk space to scan and save, when the image size is too large (such as when scanning a large document at high resolution.)

Check 3: For Location of Temporary Files in MP Navigator EX, specify a folder on a drive with sufficient free space.

➡ General Tab

Check 4: Multiple devices may be connected to USB ports.

Disconnect other devices.

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Advanced Guide > Troubleshooting > Problems with Scanning > Scanner Does Not Work After Upgrading Windows

Scanner Does Not Work After Upgrading Windows

Check: Disconnect the USB cable, then uninstall and reinstall the MP Drivers and MP Navigator EX.

- **Step 1: Uninstall the MP Drivers.**

  See "Deleting the Unnecessary MP Drivers " for details.

- **Step 2: Uninstall MP Navigator EX.**

  1. From the Start menu, select (All) Programs > Canon Utilities > MP Navigator EX 3.1 > MP Navigator EX Uninstall.

  > **Note**
  >
  > - In Windows 7 or Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling or starting up software.
  >   This dialog box appears when administrative rights are required to perform a task.
  >   If you are logged on to an administrator account, follow the on-screen instructions.

  2. When a confirmation appears, click Yes.

  3. When uninstallation is complete, click OK.

  MP Navigator EX is uninstalled.

- **Step 3: Reinstall the MP Drivers and MP Navigator EX.**

  Insert the *Setup CD-ROM* into the computer's disc drive, then select Custom Install and reinstall the MP Drivers and MP Navigator EX.

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Software Problems

➡ E-mail Software Program You Want to Use Does Not Appear in the Screen for Selecting an E-mail Software Program

➡ Scanned Image Is Printed Enlarged (Reduced)

➡ Scanned Image Is Enlarged (Reduced) on the Computer Monitor

➡ Scanned Image Does Not Open

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E-mail Software Program You Want to Use Does Not Appear in the Screen for Selecting an E-mail Software Program

Check 1: MP Navigator EX may not support the e-mail software program.

The following e-mail software programs are supported. (Image are attached to the mail message automatically.)

- Windows Mail (Windows Vista)

- Outlook Express (Windows XP/Windows 2000)

- Microsoft Outlook

Check 2: If an e-mail software program does not operate properly, check that the program's MAPI is enabled.

To enable MAPI, refer to the manual of the e-mail software program.

Check 3: If using an e-mail software program other than the ones listed above, select None (Attach Manually) when prompted to select a program and attach the scanned image manually.

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Scanned Image Is Printed Enlarged (Reduced)

Check: Set the printing size in the application.

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Scanned Image Is Enlarged (Reduced) on the Computer Monitor

Check 1: Change the display setting in the application.

For details, refer to the application's manual. If you have any questions, contact the manufacturer of the application.

Note

- You cannot reduce the image size in Paint. To reduce the display size, open the images in an application.

Check 2: Change the resolution setting in ScanGear (scanner driver) and scan again.

The higher the resolution, the larger the resulting image will be.

➡Resolution

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Advanced Guide > Troubleshooting > Software Problems > Scanned Image Does Not Open

Scanned Image Does Not Open

Check: If the file format is not supported by the application, scan the image again and save it in a popular file format such as JPEG.

For details, refer to the application's manual. If you have any questions, contact the manufacturer of the application.

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MP Navigator EX Problems

➡ Cannot Scan at the Correct Size

➡ Position or Size of the Image Cannot be Detected Correctly When Scanning Using the Operation Panel

➡ Document Is Placed Correctly, but the Scanned Image Is Slanted

➡ Document Is Placed Correctly, but the Orientation Changes in the Scanned Image

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Advanced Guide > Troubleshooting > MP Navigator EX Problems > Cannot Scan at the Correct Size

Cannot Scan at the Correct Size

Check 1: Make sure that the documents are placed correctly on the Platen.

➡Placing Documents

Check 2: Set Document Size to the actual document size and scan again.

If the matching size is not found, scan at a larger size and trim the image.

See the Toolbar ((Trimming)) in "Correct/Enhance Images Window " for details.

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Position or Size of the Image Cannot be Detected Correctly When Scanning Using the Operation Panel

Check 1: Make sure that the documents are placed correctly on the Platen.

➡ Placing Documents

Check 2: Check that the settings are correctly set according to the document.

If you cannot scan properly with Auto Scan, specify the document type and size.

- **When Scanning Using the Operation Panel**

  ➡ Setting Items on the Operation Panel of the Machine

- **When Scanning Using MP Navigator EX**

  ➡ Scanning Photos and Documents

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Advanced Guide > Troubleshooting > MP Navigator EX Problems > Document Is Placed Correctly, but the Scanned Image Is Slanted

Document Is Placed Correctly, but the Scanned Image Is Slanted

Check: In MP Navigator EX, deselect the Correct slanted document checkbox and scan again.

➡ Scan Settings Dialog Box (Photos/Documents)

➡ Scan Settings Dialog Box (Stack of Documents (ADF))

➡ Scan Settings Dialog Box (One-click Mode Screen)

➡ Scan Settings Dialog Box (Scanner Button Settings)

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Document Is Placed Correctly, but the Orientation Changes in the Scanned Image

Check: In MP Navigator EX, deselect the Detect the orientation of text documents and rotate images checkbox and scan again.

➡ Scan Settings Dialog Box (Photos/Documents)

➡ Scan Settings Dialog Box (Stack of Documents (ADF))

➡ Scan Settings Dialog Box (One-click Mode Screen)

➡ Scan Settings Dialog Box (Scanner Button Settings)

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Advanced Guide

Problems with Faxing

This section mainly describes the problems you may encounter when using a fax.

➡ Problems Receiving Faxes

➡ Problems Sending Faxes

➡ Telephone Problems

📖 Note

- For details on messages for faxing displayed on the LCD, see   A Message for Faxing Is Displayed on the LCD.

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Advanced Guide > Troubleshooting > Problems Receiving Faxes

Problems Receiving Faxes

➡ Cannot Receive a Fax, Cannot Print a Fax

➡ Machine Does Not Switch Automatically between Voice and Fax Calls

➡ Quality of Received Fax is Poor

➡ Cannot Receive a Color Fax

➡ Errors Often Occur When You Receive a Fax

Cannot Receive a Fax, Cannot Print a Fax

- **Check 1: Is the power turned on?**
    - You cannot receive faxes if the power is turned off. Press the **ON** button to turn the power on.
    - If you disconnected the power cord without turning off the power (the **Power** lamp is lit), reconnecting it turns on the power automatically.
    - If you disconnected the power cord after pressing the **ON** button to turn off the power (the **Power** lamp is not lit), reconnect it, then press the **ON** button to turn on the power.
    - If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

- **Check 2: Is the machine's memory full?**

    Either print or delete documents in the machine's memory to free it up, then ask the sender to resend the fax.

    ➡ Document Stored in Memory

- **Check 3: Does an error occur during reception?**
    - Check the LCD for an error message.

        ➡ A Message for Faxing Is Displayed on the LCD
    - Print the Activity report and check for an error.

        ➡ Activity Report

- **Check 4: Is the telephone line connected correctly?**

    Check that the telephone line is connected correctly to the Telephone Line Jack and that the telephone (or another external device such as an answering machine or a computer modem) is connected correctly to the External Device Jack. Refer to your setup manual.

- **Check 5: Is a different size of paper from that specified by Page size loaded?**

    If a different size of paper from that specified by Page size is loaded on the Rear Tray, incoming faxes will not be printed completely and will be stored in memory. Load the same size of paper as that specified by Page size on the Rear Tray, then press the **OK** button on the machine.

- **Check 6: Is Page size set to other than A4, 8.5"x11"(LTR), or Legal (or 8.5"x14")?**

    If Page size is set to other than A4, 8.5"x11"(LTR), or Legal (or 8.5"x14"), the received fax will not be printed and will be stored in memory (Memory Reception). Set Page size to A4, 8.5"x11"(LTR), or Legal (or 8.5"x14").

- **Check 7: Is paper loaded?**

    If paper is not loaded on the Rear Tray, received faxes will be stored in memory without being printed. Load paper on the Rear Tray, then press the **OK** button.

- **Check 8: Has the ink run out?**

    If the ink has run out, received faxes will be stored in memory without being printed. Replace

the FINE Cartridge, then print the faxes in memory.

➡ Document Stored in Memory

📖 **Note**

- If the machine was receiving faxes in the fax mode, printing will start automatically after the FINE Cartridge is replaced.
- You can set the machine to forcibly print a received fax even if the ink has run out. However, part or all of the fax may not be printed since the ink has run out.
  Also, the contents of the fax will not be stored in memory.
  If the ink has already run out, we recommend that OFF be selected for Auto print in FAX user settings to store the received fax in memory and print the fax manually after replacing the FINE Cartridge. After you replace the FINE Cartridge and select ON for Auto print, the fax stored in memory will be printed automatically.

- **Check 9: Is the machine set to the appropriate receive mode?**

  Check the receive mode setting and change it to a mode suited to your connection if necessary.

  ➡ Setting the Receive Mode

- **Check 10: Is Fax reception reject set to ON?**

  Set Fax reception reject to OFF.

  ➡ Fax reception reject

- **Check 11: Is Caller ID service set to Subscribed?**

  Set Caller ID service to Unsubscribed.

  ➡ Caller rejection

Machine Does Not Switch Automatically between Voice and Fax Calls

- **Check: Is the receive mode set to Fax only mode?**

  If the receive mode is set to Fax only mode, there will be no automatic switching between voice and fax calls. Set the receive mode to Fax priority mode, TEL priority mode, DRPD*1, or Network switch*2. If the receive mode is TEL priority mode and an answering machine is connected to the machine, check whether a proper message is played back when the answering machine answers.

  ➡ Setting the Receive Mode

  *1 This setting is available only in the US and Canada.

  *2 This setting may not be available depending on the country or region of purchase.

Quality of Received Fax is Poor

- **Check 1: Check the scan settings of the sender's fax machine.**

  Ask the sender to adjust the scan settings of the fax machine.

- **Check 2: Is ECM RX set to OFF?**

  Set ECM RX to ON.

  ➡ ECM RX

  If ECM RX is enabled, the sender's fax machine resends the fax after correcting errors automatically.

- **Check 3: Is the sender's original document or scanning area of the sender's fax machine dirty?**

  The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and ask the sender to check whether the scanning area of the fax machine is dirty.

- **Check 4: Is ECM transmission/reception enabled although the line/connection is**

poor, or is the sender's fax machine compatible with ECM?

- On your machine, select ON for ECM RX on Reception settings.

  ➡ ECM RX

- Contact the sender and ask the sender to check whether the machine is set to enable ECM transmission.
- If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received without automatic error correction.
- Reduce the reception start speed.

  ➡ RX start speed

- **Check 5: Did you confirm the paper and print quality settings?**

  ➡ Print Results Not Satisfactory

Cannot Receive a Color Fax

- **Check: Is ECM RX set to OFF?**

  If ECM RX is set to OFF, the machine cannot receive color faxes. The machine will disconnect the telephone line or receive color faxes in black & white according to the setting of the sender's fax machine.
  Select ON for ECM RX in Reception settings to receive color faxes.

  ➡ ECM RX

Errors Often Occur When You Receive a Fax

- **Check 1: Check the telephone line condition or the connection.**

  If the telephone line or connection is poor, reducing the reception start speed may correct the error.
  Reduce the reception start speed.

  ➡ RX start speed

- **Check 2: Is the sender's fax machine operating normally?**

  Contact the sender and ask the sender to check whether the fax machine is operating normally.

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Advanced Guide

Problems Sending Faxes

→ Cannot Send a Fax

→ Cannot Perform Sequential Broadcasting by Redialing, or Cannot Dial Using the Numeric Buttons

→ Cannot Send a Fax Clearly

→ Errors Often Occur When You Send a Fax

Cannot Send a Fax

- **Check 1: Is the power turned on?**

  - You cannot send faxes if the power is turned off. Press the **ON** button to turn the power on.
  - If you disconnected the power cord without turning off the power (the **Power** lamp is lit), reconnecting it turns on the power automatically.
  - If you disconnected the power cord after pressing the **ON** button to turn off the power (the **Power** lamp is not lit), reconnect it, then press the **ON** button to turn on the power.
  - If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

- **Check 2: Is the document being sent from memory or the fax being received into memory?**

  When the **In Use/Memory** lamp is flashing, a fax is being sent from/received into memory. Wait until the transmission/reception is complete.

- **Check 3: Is the telephone line connected to the External Device Jack?**

  Reconnect it to the Telephone Line Jack. Refer to your setup manual.
  If you still cannot send a fax, there is a problem with the telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.

- **Check 4: Is the telephone line type set correctly?**

  Check the telephone line type setting and change it as necessary.

  → Confirming the Telephone Line Connection

- **Check 5: Is Hook key setting set to Disable?**

  When you send a fax manually, dial the number with Hook key setting set to Enable, or dial the number using the telephone connected to the machine.

- **Check 6: Is Dial tone detect set to ON?**

  Resend the fax after a while. If you still cannot send the fax, set Dial tone detect to OFF.

  → Dial tone detect

- **Check 7: Is the fax number registered correctly for speed dialing?**

  Make sure that the fax number is registered correctly for speed dialing.

  → Registering Recipients for Speed Dialing

- **Check 8: Does an error occur during transmission?**

  Check the LCD for an error message.

  → A Message for Faxing Is Displayed on the LCD

  Print the Activity report and check for an error.

  → Printing the Activity report manually

- **Check 9: Is the telephone line connected correctly?**

Check that the telephone line is connected correctly to the proper jack. If so, then there is a problem with your telephone line. Contact your telephone company.

- **Check 10: Is the document loaded properly?**

  Remove the document, then reload it on the Platen Glass or in the ADF.

  ➡ Loading Paper / Originals

- **Check 11: Does a printer error occur?**

  Check the error message on the LCD, then resolve the problem.

  ➡ An Error Message Is Displayed on the LCD

  If you are in a hurry, press the **Stop** button to close the message, then send the fax.

Cannot Perform Sequential Broadcasting by Redialing, or Cannot Dial Using the Numeric Buttons

- **Check: Have you already selected the recipient from the redial history, or already dialed a number by using the Numeric buttons?**

  You can dial one recipient by selecting from the redial history or by using the Numeric buttons as the recipient of sequential broadcasting. Select the recipient from the coded speed dial code list.

Cannot Send a Fax Clearly

- **Check 1: Is the document loaded correctly?**

  Remove the document, then reload it on the Platen Glass or in the ADF.

  ➡ Loading Paper / Originals

- **Check 2: Is the Platen Glass and/or the inner side of the Document Cover and/or the glass of ADF dirty?**

  Clean the Platen Glass and/or the inner side of the Document Cover and/or the glass of ADF, then reload the document.

  ➡ Cleaning the Platen Glass and Document Cover

- **Check 3: Is the image quality setting or the scan contrast setting suitable for the document?**

  On the LCD, select an image quality setting and a scan contrast setting that are suitable for the document.

  ➡ Sending Faxes

- **Check 4: Is the original document loaded with the wrong side facing upwards or downwards?**

  When loading a document on the Platen Glass, the side to be scanned should be face down. When loading a document in the ADF, the side to be scanned should be face up.

- **Check 5: Are you scanning thick or curled documents?**

  Thick or curled documents may not be sent as good quality faxes, because of a shadow or distortion caused when such documents are scanned.
  Press on the Document Cover with your hand when scanning.

Errors Often Occur When You Send a Fax

- **Check: Check the telephone line condition or the connection.**

  If the telephone line or connection is poor, reducing the transmission start speed may correct the error.
  Reduce the transmission start speed.

  ➡ TX start speed

Advanced Guide

Telephone Problems

➡ Cannot Dial

➡ Telephone Disconnects During a Call

Cannot Dial

- **Check 1: Is the telephone line connected correctly?**

  Check that the telephone line is connected correctly. Refer to your setup manual.

- **Check 2: Is the telephone line type set correctly?**

  Check the telephone line type setting and change it as necessary.

  ➡ Confirming the Telephone Line Connection

Telephone Disconnects During a Call

- **Check: Is the telephone line or the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) connected correctly?**

  Check that the telephone line and the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) are connected correctly.

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If You Cannot Resolve the Problem

If you cannot resolve the problem with any of the workarounds in this chapter, please contact the seller of the machine or the service center.

Canon support staff are trained to be able to provide technical support to satisfy customers.

⚠ Caution

- If the machine emits any unusual sound, smoke, or odor, turn it off immediately. Unplug the power cord from the outlet and contact the seller or the service center. Never attempt to repair or disassemble the machine yourself.
- Attempts by customers to repair or take apart the machine will invalidate any warranty regardless of whether the warranty has expired.

Before contacting the service center, confirm the following:

- Product name:
  * Your machine's name is located on the front cover of the setup manual.
- Serial number: please refer to the setup manual
- Details of the problem
- What you tried to solve the problem, and what happened

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FAQs

➡ No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

➡ Machine Moves But Ink Is Not Ejected

➡ Cannot Install the MP Drivers

➡ Printing Does Not Start

➡ Copying/Printing Stops Before It Is Completed

➡ Writing Error/Output Error/Communication Error

➡ Print Results Not Satisfactory

➡ Paper Jams

➡ Paper Does Not Feed Properly

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Advanced Guide

Instructions for Use (Printer Driver)

This printer driver is subject to the following restrictions. Keep the following points in mind when using the printer driver.

Restrictions on the Printer Driver

- With some applications, the Copies setting in the Page Setup tab of the printer driver may not be enabled.
  In this case, use the copies setting in the Print dialog box of the application software.

- If the selected Language in the About dialog box does not match the operating system interface language, the driver screen may not be displayed properly.

- Do not change the Advanced tab items of the printer properties. If you change any of the items, you will not be able to use the following functions correctly.
  Also, if Print to file is selected in the Print dialog box of the application software and with applications that prohibit EMF spooling, such as Adobe Photoshop LE and MS Photo Editor, the following functions will not operate.

  - Preview before printing on the Main tab

  - Prevent loss of print data in the Print Options dialog box

  - Page Layout, Poster, Booklet, Duplex Printing, Specify Margin..., Print from Last Page, Collate, and Stamp/Background... (Stamp...) on the Page Setup tab

- Since the resolution in the preview display differs from the printing resolution, text and lines in the preview display may appear different from the actual print result.

- With some applications, the printing is divided into multiple print jobs.
  To cancel printing, delete all divided print jobs.

- If image data is not printed correctly, display the Print Options dialog box from the Page Setup tab and change the setting of Disable ICM required from the application software. This may solve the problem.

  Note
  - Disable ICM required from the application software cannot be used when the XPS printer driver is used.

- When you use the Bluetooth option and perform one of the actions listed below, the print job may not end and "Printing" may remain displayed on the status monitor even after printing ends and the printout is ejected. If this happens, either click the Cancel Printing button on the status monitor or cancel that print job from the print job queue of the printer.

  - When you move the machine during printing to a location where radio waves cannot reach or when the radio wave status becomes poor

  - When you turn off the machine

- When you are using a Bluetooth printer and you cancel printing after a printer error occurs, you may not be able to execute subsequent printing operations. If this happens, turn off the machine and turn it back on again.

- When you are using Bluetooth, you cannot use the operation panel on the machine while the status monitor is displayed from View Printer Status... on the Maintenance tab.

- Do not start up the Canon IJ Network Tool while printing.

- Do not print when the Canon IJ Network Tool is running.

Points to Note with Applications

- There are following restrictions in Microsoft Word (Microsoft Corporation).

  - When Microsoft Word has the same printing functions as the printer driver, use Word to specify them.

  - When selecting Scaled, Fit-to-Page, or Page Layout from the Page Layout list on the Page Setup tab, the selected printing function may not be effective, depending on the version of Word.
    If this happens, follow the procedure below.

    1. Open Word's Print dialog box.

    2. Open the printer driver setup window, specify Page Layout on the Page Setup tab, and click OK.

    3. Without starting printing, close the Print dialog box.

    4. Open Word's Print dialog box again.

    5. Open the printer driver setup window again and click OK.

    6. Start printing.

- Illustrator/Adobe Systems Inc.
  If bitmap printing takes effect, printing may take time or some data may not be printed. Print after unchecking the Bitmap Printing check box in the Print dialog box.

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Advanced Guide

General Notes (Scanner Driver)

ScanGear (scanner driver) is subject to the following restrictions. Keep these points in mind when using it.

Scanner Driver Restrictions

- When using the NTFS file system, the TWAIN data source may not be invoked. This is because the TWAIN module cannot be written to the winnt folder for security reasons. Contact the computer's administrator for help.

- Some computers (including laptops) connected to the machine may not resume correctly from standby mode. In that case, restart the computer.

- Do not connect two or more machines or multifunction printers with scanner function to the same computer simultaneously. If multiple scanning devices are connected, you cannot scan from the Operation Panel of the machine and also may experience errors while accessing the devices.

- Use the default display font size of the OS. Otherwise, software screens may not appear correctly.

- Scanning may fail if the computer has resumed from sleep or standby mode. In that case, follow these steps and scan again.
  1. Turn off the machine.
  2. Exit ScanGear, then disconnect the USB cable from the computer and reconnect it.
  3. Turn on the machine.

- ScanGear cannot be opened in multiple applications at the same time. Within an application, ScanGear cannot be opened for the second time when it is already open.

- Be sure to close the ScanGear window before closing the application.

- With network connection, the machine cannot be accessed from multiple computers at the same time.

- With network connection, scanning takes longer than usual.

- Make sure that you have adequate disk space available when scanning large images at high resolutions. For example, at least 300 MB of free space is required to scan an A4 document at 600 dpi in full-color.

- ScanGear and WIA driver cannot be used at the same time.

- Do not enter the computer into sleep or hibernate state during scanning.

- Calibration may take time if the machine is connected via USB 1.1.

Applications with Restrictions on Use

- If you start Media Center included in Windows XP Media Center Edition 2005, you may not be able to scan using the Operation Panel of the machine. In that case, restart the computer.

- You cannot scan images with Media Center included in Windows Vista and Windows XP Media Center Edition 2005. Scan with other applications such as MP Navigator EX.

- In some applications, if you select the View scanned images checkbox in the Auto Scan Mode tab of ScanGear, the window displaying the thumbnails of the scanned images may close automatically.

- Some applications may not display the TWAIN user interface. In that case, refer to the application's manual and change the settings accordingly.

- Some applications do not support continuous scanning of multiple documents. In some cases, only the first scanned image is accepted, or multiple images are scanned as one image. For such applications, do not scan multiple documents from the ADF.

- When scanning platen size images into Microsoft Office 2000/2003 (Word, Excel or PowerPoint) etc., click Custom Insert in the Insert Picture from Scanner or Camera screen. Otherwise, images may not be scanned correctly.

- When scanning images into Microsoft Office 2007 (such as Word, Excel, PowerPoint), use Microsoft Clip Organizer.

- Images may not be scanned correctly in some applications. In that case, increase the operating system's virtual memory and retry.

- When image size is too large (such as when scanning large images at high resolution), your computer may not respond or the progress bar may remain at 0% depending on the application. In that case, cancel the action (for example by clicking Cancel on the progress bar), then increase the operating system's virtual memory or reduce the image size/resolution and retry. Alternatively, scan the image via MP Navigator EX first, then save and import it into the application.

Advanced Guide

General Notes (Fax Driver)

This fax driver is subject to the following restrictions. Keep the following points in mind when using the fax driver.

- **Microsoft Excel 2002 may not always work correctly when sending a document as a fax using the fax driver and with the option Allow A4/Letter Paper Resizing. Follow the instructions below to solve the problem:**

  1. Click Options... from the Tools menu.
  2. Uncheck the Allow A4/Letter Paper Resizing option on the International tab.

- **If you use a network compatible printer, the following message appears to stop sending if you send a fax from your computer to a printer on the network when someone else is sending from another computer:**

  "The fax transmission was unsuccessful. Check the followings and send your fax again:
  - cable connections
  - printer status
  - recipient information
  - recipient's fax line is not busy
  - (when connected to the network) fax is not being sent from other computer"

- **If you assign the fax driver to the Bluetooth port, you cannot send a fax from the computer.**

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Appendix

➡ Printing Area

➡ Editing the Print Document or Reprinting from the Print History

➡ Deleting the Undesired Print Job

➡ Updating the MP Drivers

➡ Uninstalling the On-Screen Manuals

➡ Transporting the Machine

➡ Opening the Printer Driver Setup Window

➡ Notice for Unplugging the Power Cord

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Printing Area

To ensure the best print quality, the machine allows a margin along each edge of media. The actual printable area will be the area inside these margins.

Recommended printing area ▭ : Canon recommends that you print within this area.

Printable area ▭ : The area where it is possible to print.

However, printing in this area can affect the print quality or the paper feed precision.
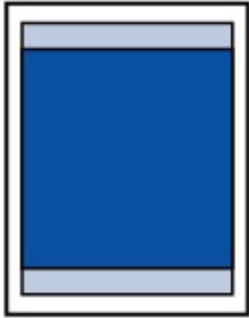
Note

- **Borderless Printing**
  - By selecting Borderless Printing option, you can make prints with no margins.
  - When performing Borderless Printing, slight cropping may occur at the edges since the printed image is enlarged to fill the whole page.
  - For Borderless Printing, use the following paper:
    - Glossy Photo Paper "Everyday Use" GP-501
    - Photo Paper Glossy GP-502
    - Photo Paper Plus Semi-gloss SG-201
    - Photo Paper Pro Platinum PT-101
    - Photo Paper Plus Glossy II PP-201
    - Photo Paper Pro II PR-201
    - Matte Photo Paper MP-101
  Performing Borderless Printing on any other type of paper may substantially reduce printing quality and/or result in printouts with altered color hues.
  Borderless Printing on plain paper may result in printouts with reduced quality. Use them only for test printing. You can perform Borderless Printing on plain paper only when printing from your computer.
  - Borderless Printing is not available for legal, A5, or B5 sized paper, or envelopes.
  - Depending on the type of paper, Borderless Printing may reduce the print quality at the top and bottom edges of the paper or cause these parts to become smudged.
- In Borderless Copying, you can specify the amount of extension by Extended copy amt. in Print settings.
  - Changing the Machine Settings on the LCD

- Letter, Legal
- Envelopes
- Other Sizes than Letter, Legal, Envelopes

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Other Sizes than Letter, Legal, Envelopes

Size	Printable Area (width x height)
A5	5.56 x 7.95 inches / 141.2 x 202.0 mm
A4	8.00 x 11.38 inches / 203.2 x 289.0 mm
B5	6.90 x 9.80 inches / 175.2 x 249.0 mm
4" x 6" / 10 x 15 cm	3.73 x 5.69 inches / 94.8 x 144.4 mm
4" x 8" / 10 x 20 cm*	3.73 x 7.69 inches / 94.8 x 195.2 mm
5" x 7" / 13 x 18 cm	4.73 x 6.69 inches / 120.2 x 169.8 mm
8" x 10" / 20 x 25 cm	7.73 x 9.69 inches / 196.4 x 246.0 mm
Wide	3.73 x 6.80 inches / 94.8 x 172.6 mm

* This page size can be used only when printing from your computer.
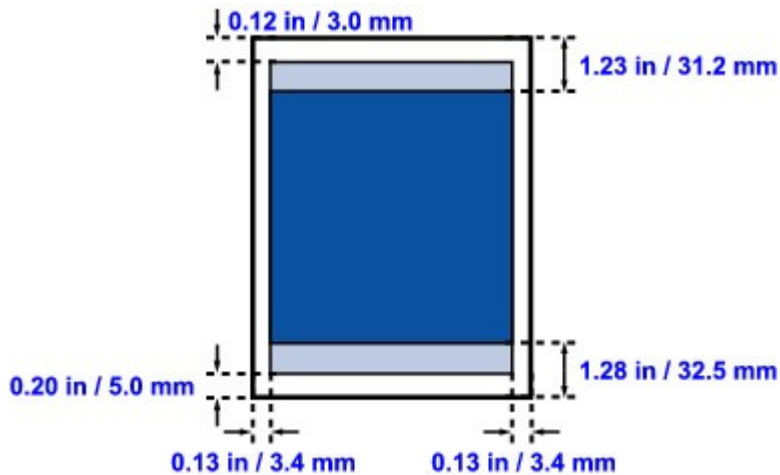
Recommended printing area

Printable area

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Letter, Legal

Size	Printable Area (width x height)
Letter	8.00 x 10.69 inches / 203.2 x 271.4 mm
Legal	8.00 x 13.69 inches / 203.2 x 347.6 mm
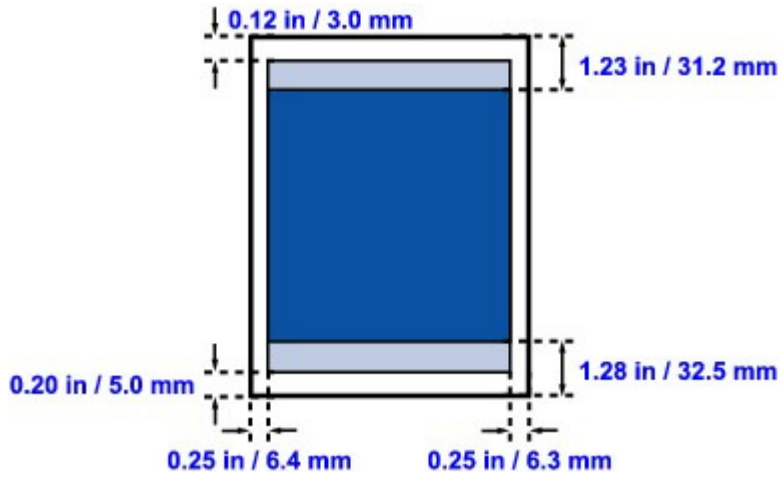
■ Recommended printing area

■ Printable area

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Envelopes

Size	Recommended Printing Area (width x height)
European DL*	4.06 x 7.07 inches / 103.2 x 179.5 mm
US Comm. Env. #10*	3.86 x 7.91 inches / 98.0 x 200.8 mm

* This page size can be used only when printing from your computer.
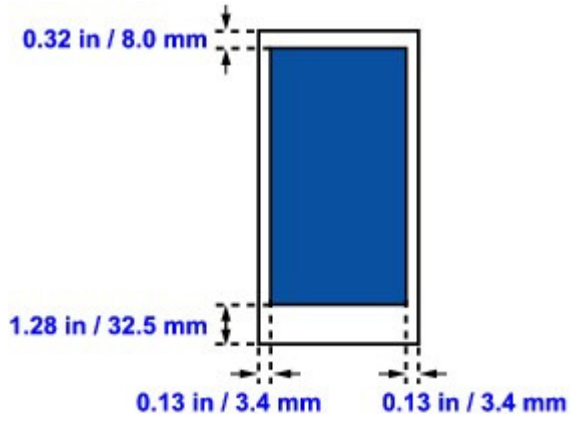
Recommended printing area

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Editing the Print Document or Reprinting from the Print History

This function is unavailable when the standard IJ printer driver is used.

In the Canon IJ XPS preview window, you can edit the print document or retrieve the document print history to print the document.

The procedure for using the Canon IJ XPS Preview is as follows:
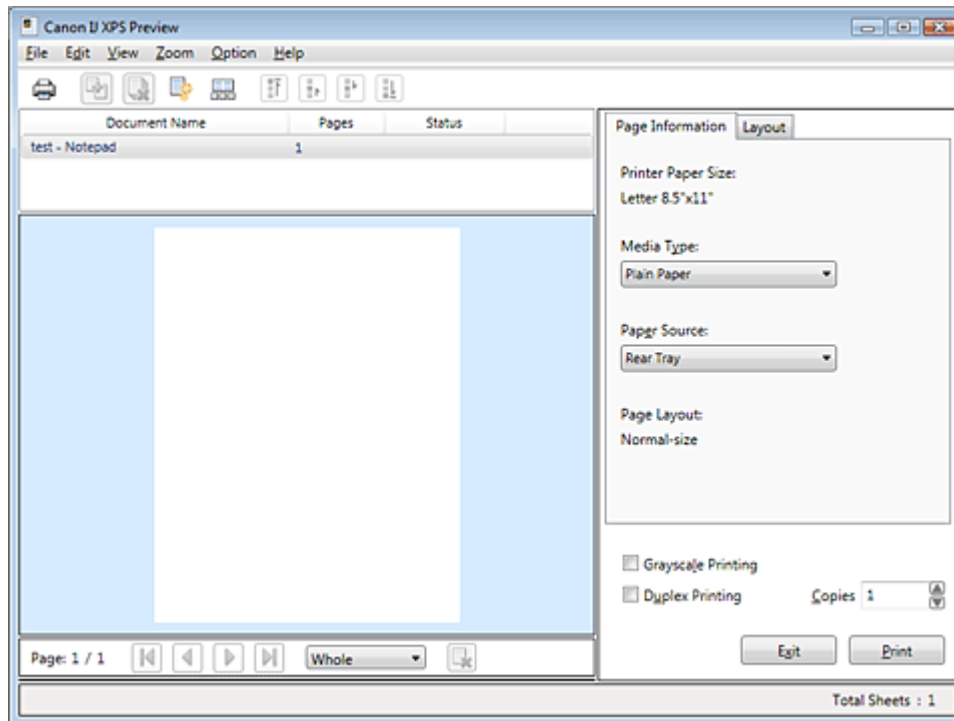
	Print
	Combine Documents
	Delete Document
	Reset Documents
	View Thumbnails
	Move Document
	Move Page
	Delete Page

📖 Note

- Click ▦ View Thumbnails to view all print pages of the print document selected from the Document Name list.

  To hide the print pages, click ▦ View Thumbnails again.

Editing and Printing a Print Job

When printing multiple documents or pages, you can combine documents, change the print sequence of the documents or pages, or delete documents or pages.

1. Open the printer driver setup window

2. Set the preview

Check the Preview before printing check box on the Quick Setup tab or the Main tab.

3. Complete the setup

Click OK.
The Canon IJ XPS Preview will start and the print result will be displayed before printing.

4. Editing print documents and print pages

- **Combining print documents**

    You can combine multiple print documents to form a single document.
    To select multiple print documents, hold down the Ctrl key and click the documents to be
    merged, or hold down the Shift key and press the upper arrow or lower arrow key.
    By combining print documents, you can prevent blank pages from being inserted when you
    execute duplex printing or page layout printing.
    From the Document Name list, select the documents to be combined. On the Edit menu, select
    Combine Documents from Documents to combine the documents in the listed sequence. When
    you combine documents, the documents selected before the combining are deleted from the list
    and the combined document is added to the list.

- **Changing the sequence of print documents or print pages**

    - To change the sequence of the print documents, go to the Document Name list, and select
      the print document to be moved. Next, on the Edit menu, select Move Document from
      Documents, and select the appropriate item.

    - To change the sequence of the print pages, click View Thumbnails from the Option menu,
      and select the print page to be moved. Next, on the Edit menu, select Move Page from Pages,
      and select the appropriate item.

- **Deleting print documents and print pages**

    - To delete a print document, select the target document from the Document Name list, and on
      the Edit menu, choose Document and then Delete Document.

    - To delete a print page, click View Thumbnails from the Option menu, and select the print page
      to be deleted. Next, on the Edit menu, select Delete Page from Pages.

After editing the print documents or print pages, you can change the print settings on the Page
Information and Layout tabs as necessary.

> **Important**
>
> - To display the multiple documents in the list, open the preview and execute print again.
> - To return the print documents to their original condition before they were edited in the preview,
>   on the Edit menu, select Reset Documents from Documents.
> - If the documents to be combined have different print settings, a message may be displayed.
>   Check the contents of the displayed message before combining the documents.
> - If the documents to be combined have different output paper sizes and duplex printing or page
>   layout printing is to be performed, the printer may not produce the expected print results for
>   certain print pages.
>   Check the preview before printing.
> - Depending on the print settings of the print document, some functions may not be available in
>   the Canon IJ XPS preview.

> **Note**
>
> - You can rename Document Name to any name.

5. Executing print

Click Print.
When you execute print, the printer uses the specified settings to print the data.

Reprinting from the Print History

When you click Save Print History on the File menu to enable the setting, the document printed from the preview is saved, and you can reprint the document with the same settings.

1. Displaying the print history

Select the Start menu -> All Programs -> "Your model name" -> View Print History XPS.
The saved print document is displayed in the preview.

> **Important**
>
> - To limit the number of print history registrations, click History Entry Limit on the File menu.
> - If the limit on the number of registration is exceeded, the print history registrations are deleted starting from the oldest one.

2. Selecting a print document

From the Document Name list, select the document to be printed.

3. Executing print

Click Print.

Related Topic

Displaying the Print Results before Printing

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Deleting the Undesired Print Job

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

If the printer does not start printing, the print job data cancelled or failed may be remaining.
Delete the undesired print job by using the Canon IJ Status Monitor.

1. Display the Canon IJ Status Monitor

Click the status monitor button displayed on the task bar.
The Canon IJ Status Monitor appears.

2. Display the print jobs

Click Display Print Queue....
The print queue window opens.

3. Delete the print jobs

Select Cancel All Documents from the Printer menu.
When the confirmation message appears, click Yes.

The deletion of the print job is complete.

▶ Important

- Users who have not been granted access permission for printer management cannot delete the print job of another user.

Note

- When you perform this operation, all print jobs are deleted. If the print queue list contained a necessary print job, start the printing process over from the beginning.

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Updating the MP Drivers

➡ Obtaining the Latest MP Drivers

➡ Deleting the Unnecessary MP Drivers

➡ Before Installing the MP Drivers

➡ Installing the MP Drivers

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Advanced Guide > Appendix > Updating the MP Drivers > Obtaining the Latest MP Drivers

Obtaining the Latest MP Drivers

The MP Drivers include a printer driver, scanner driver (ScanGear), and fax driver.

By updating the MP Drivers to the latest version of the MP Drivers, unresolved problems may be solved.

Access our web site through the Internet and download the latest MP Drivers for your model.

▶**Important**

- You can download the MP Drivers for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, delete the previously installed version.
  For information on how to delete the MP Drivers, see " Deleting the Unnecessary MP Drivers ."

Related Topics

➡ Before Installing the MP Drivers

➡ Installing the MP Drivers

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Deleting the Unnecessary MP Drivers

The MP Drivers you no longer use can be deleted.
When deleting the MP Drivers, first exit all programs that are running.

The procedure to delete the unnecessary MP Drivers is as follows:

When There is an Uninstaller

1. Start the uninstaller

   - If you are using Windows 7, Windows Vista, select the Start menu -> All Programs -> "Your model name" -> MP Drivers Uninstaller.

   - If you are using Windows XP, select the start menu -> All Programs -> "Your model name" -> MP Drivers Uninstaller.

   - If you are using Windows 2000, select the Start menu -> Programs -> "Your model name" -> MP Drivers Uninstaller.

   The MP Drivers Uninstaller dialog box is displayed.

   Important

   - In Windows 7, Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling or starting software.
     This dialog box appears when administrative rights are required to perform a task.
     When you are logged on to an administrator account, click Yes (or Continue, Allow) to continue.
     Some applications require an administrator account to continue. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

2. Execute the uninstaller

   Click Execute. When the confirmation message appears, click Yes.
   When all the files have been deleted, click Complete.

   The deletion of the MP Drivers is complete.

   Important

   - Printer driver, scanner driver (ScanGear), and fax driver will be deleted when you uninstall the MP Drivers.

When There is No Uninstaller

When there is no uninstaller in the Start menu of Windows 7 or Windows Vista, follow these steps:

1. Select the printer to be deleted

   - If you are using Windows 7, select the Start menu -> Devices and Printers.
     Click the model to delete, then press the Alt key on your keyboard. On the File menu, click Remove device.

   - If you are using Windows Vista, select the Start menu -> Control Panel -> Hardware and Sound -> Printers.
     Click the model to delete, then press the Alt key on your keyboard. On the File menu, click Delete.

2. Delete the printer

- If you are using Windows 7, when the confirmation message appears, click Yes. Then when the User Account Control dialog box appears, click Yes.
  The icon is deleted.

- If you are using Windows Vista, when the User Account Control dialog box appears, click Continue. Then when the confirmation message appears, click Yes.
  The icon is deleted.

3. Select the printer driver to be deleted

- If you are using Windows 7, click any icon in Printers and Faxes.
  On the commandbar, click Print server properties, and then click the Drivers tab. If the Change Driver Settings button is displayed, click that button.
  When the User Account Control dialog box appears, click Yes.
  In the Installed printer drivers list, click the printer to delete.

- If you are using Windows Vista, press the Alt key. On the File menu, select Run as administrator, and then click Server Properties....
  When the User Account Control dialog box appears, click Continue.

  Click the Drivers tab. In the Installed printer drivers list, click the printer to delete.

4. Delete the printer driver

When you click Remove..., Remove Driver And Package dialog box is displayed.
Select Remove driver and driver package, and then click OK.
In the confirmation dialog box, click Yes.

When data collection is completed in the Remove Driver Package dialog box, click Delete.

5. Click OK

The deletion of the printer driver is complete.

Important

- You may not be able to delete the printer driver properly from the Installed printer drivers list.
  If this happens, restart your computer, and try again.

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Advanced Guide

Before Installing the MP Drivers

This section describes the items that you should check before installing the MP Drivers. You should also refer to this section if the MP Drivers cannot be installed.

Checking the Machine Status

- Properly connect the personal computer and the machine. For details on connection instructions, refer to the "Install the Software" in the manual: Getting Started.

- Turn off the machine.

Checking the Personal Computer Settings

- Terminate all running applications.

- In Windows 7, Windows Vista, log on as a user who has the administrator account.
  In Windows XP, log on as the computer administrator.
  In Windows 2000, log on as a member of the Administrators group.

▶ Important

- When an old version of the MP Drivers is already installed, first delete (uninstall) that version. For instructions on deleting the MP Drivers, see " Deleting the Unnecessary MP Drivers ."

Related Topics

➡ Obtaining the Latest MP Drivers

➡ Installing the MP Drivers

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Advanced Guide

Installing the MP Drivers

You can access our web site through the Internet and download the latest MP Drivers for your model.

The procedure for installing the downloaded MP Drivers is as follows:

1. Turn off the machine

2. Start the installer

Double-click the icon of the downloaded file.
The installation program starts.

> ⚑**Important**
>
> - In Windows 7 or Windows Vista, a confirmation/warning dialog box may appear when
>   installing, uninstalling or starting software.
>   This dialog box appears when administrative rights are required to perform a task.
>   When you are logged on to an administrator account, click Yes (or Continue, Allow) to continue.
>   Some applications require an administrator account to continue. When you are logged on to a
>   standard account, switch to an administrator account, and restart the operation from the
>   beginning.

3. Install the driver

At the Welcome window, click Next.
When the License Agreement window is displayed, check the contents, and click Yes. If you do not
agree to the terms of the Software License Agreement, you cannot install this software.
Installation of the MP Drivers begins.

In the Connection method window, select the printer connection method and then click Next.
After the Installation Complete window is displayed, check that the machine and the computer are
connected through a cable.

When the machine is connected directly to the network, follow the procedure below to select the
connection destination.

  1. Check the Select printer port check box, and click Manual Selection.

  2. At the Select Port window, select printer output port (FILE) as connection destination, and then
     click OK.

4. Complete the installation

Click Complete.
Turn on the machine, and wait awhile until the connection is recognized.

When you are using a USB connection, the installation of the MP Drivers is complete.

Depending on the environment you are using, a message prompting you to restart the computer may be
displayed. To complete the installation properly, restart the computer.

> ⚑**Important**
>
> - You can download the MP Drivers for free, but any Internet access charges incurred are your
>   responsibility.
> - When an old version of the MP Drivers is already installed, first delete (uninstall) that version. For
>   instructions on deleting the MP Drivers, see " Deleting the Unnecessary MP Drivers ."

Related Topics

➡ Obtaining the Latest MP Drivers
➡ Before Installing the MP Drivers

Advanced Guide

Uninstalling the On-Screen Manuals

Follow the procedure below to uninstall all of the installed on-screen manuals from your computer.

Before uninstalling the on-screen manuals, exit all on-screen manuals that are opening.

1. Click Start > All Programs (Programs in Windows 2000) > Canon XXX Manual (where "**XXX**" is your machine's name) > Uninstall.

2. Click OK when the confirmation message appears.

   Note
   - When the message prompting you to restart your computer is displayed, click OK to restart your computer.

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Advanced Guide

Transporting the Machine

When relocating the machine, pack the machine using the original packing materials.

If you do not have the original packing materials, pack the machine carefully using protective material and place it inside a sturdy box.

Important

- Do not transport or store the machine slanted, vertically, or upside-down, as the ink may leak and damage the machine.

1. Turn the machine off.

2. Confirm that the **Power** lamp is off and unplug the machine.

   ### Important

   - Do not unplug the machine while the **Power** lamp is lit or flashing green, as it may cause malfunction or damage to the machine, making the machine unable to print.

3. Retract the Paper Support, then close the Paper Output Tray.

4. Disconnect the printer cable from the computer and from the machine, and then disconnect the power plug from the machine.

5. Use adhesive tape to secure all the covers on the machine to keep them from opening during transportation. Then pack the machine in the plastic bag.

6. Attach the protective material to the machine when packing the machine.

   ### Important

   - Pack the machine with the FINE Cartridges left installed in the machine.

   ### Note

   - Clearly label the box as "FRAGILE" or "HANDLE WITH CARE".

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Advanced Guide

Opening the Printer Driver Setup Window

The printer driver setup window can be displayed through the application software in use or the Start menu of the Windows.

Open the Printer Driver Setup Window through the Application Software

Follow the procedure below to configure print settings when printing.

1. **Select the command you perform printing on the application software in use.**

In general, select Print on the File menu to open the Print dialog box.

2. **Select your model name and click Preferences (or Properties).**

The printer driver setup window opens.

📖 Note

- Depending on application software you use, command names or menu names may vary and there may be more steps. For details, refer to the user's manual of your application software.

Open the Printer Driver Setup Window through the Start Menu

Follow the procedure below to perform maintenance operations such as print head cleaning, or to configure print settings that are common for all application software.

1. **Select items from the Start menu as shown below.**

- In Windows 7, select the Start menu > Control Panel > Hardware and Sound > Devices and Printers.
- In Windows Vista, select the Start menu > Control Panel > Hardware and Sound > Printers.
- In Windows XP, select the Start menu > Control Panel > Printers and Other Hardware > Printers and Faxes.
- In Windows 2000, select the Start menu > Settings > Printers.

2. **Right-click your model name icon and then select Printing Preferences from the displayed menu.**

The printer driver setup window opens.

🚩 Important

- Opening the printer driver setup window through Printer properties (Windows 7) or Properties (Windows Vista, Windows XP, or Windows 2000) displays such tabs regarding the Windows functions as the Ports (or Advanced) tab. Those tabs do not appear when opening through Printing Preferences or application software. About tabs regarding Windows functions, refer to the user's manual for the Windows.

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Advanced Guide

Advanced Guide > Appendix > Notice for Unplugging the Power Cord

Notice for Unplugging the Power Cord

To unplug the power cord, follow the procedure below.

⚐Important

- Confirm that the **Power** lamp is off before unplugging the power cord, then unplug the power cord. Unplugging the power cord while the machine is still on may cause drying or clogging of the Print Head and print quality may be reduced.
- If you unplug the power cord, all the documents stored in memory are deleted. Send or print necessary documents before unplugging the power cord.

1. Press the **ON** button to turn the machine off.

2. Confirm that the **Power** lamp is off.
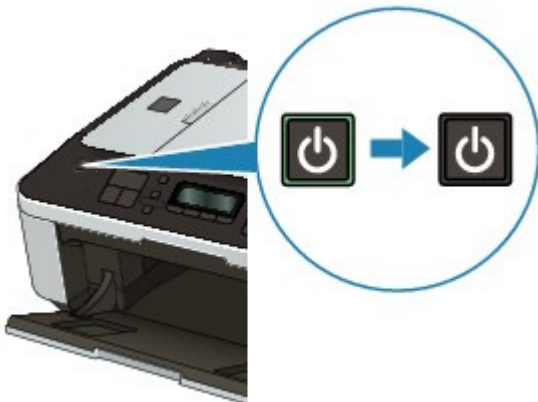
3. Unplug the power cord.
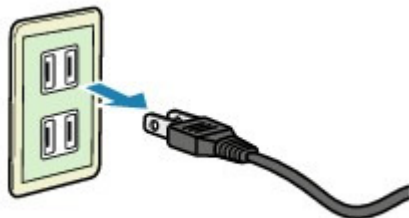
The specification of the power cord differs depending on the country or region of use.

Advanced Guide

Advanced Guide > Using Easy-PhotoPrint EX

Easy-PhotoPrint EX

Using Easy-PhotoPrint EX

--- Transforming Your Photos into Creative Works of Art ---

Easy-PhotoPrint EX allows you to create albums, calendars and stickers easily using photos taken with digital cameras.

You can also print borderless photos easily.

Start Easy-PhotoPrint EX

Click Here: Easy-PhotoPrint EX

📖 **Note**

- See the section below for details on how to use Easy-PhotoPrint EX.
  ➡ Printing with the Bundled Application Software

Create a Personalized Photo Album

Creating a personalized photo album is an easy task if you use Easy-PhotoPrint EX!

All you need to do is select which photos to use, select a layout, then load paper into your printer and print. After you bind the printed sheets, you'll have the one and only album of your memories!

You can change the layout and background, and attach comments to photos.

You can also select the size and orientation.

You can arrange a photo across the left and right pages.

CHECK! •••••••••••••

Select a theme (background design) to create a single-themed album.

Decorate Items with Text and Frames

You can add text and frames to photos. Attach a description of the photo in an album, and add a frame to enhance the photo's atmosphere.

CHECK! •••••••••••••

Select Album to add text and frames. You cannot decorate photos with Photo Print.

Create a Calendar Using Your Favorite Photos

Create calendars easily with Easy-PhotoPrint EX. Create your own calendar using your favorite photos!
It'll be exciting to turn the calendar pages.

You can use all kinds of photos.

You can also create 2-month, 6-month and 12-month calendars.

Create Stickers

Create stickers easily with Easy-PhotoPrint EX!

Create stickers of your favorite photos and share them with your friends!

CHECK! •••••••••••••

You can add text to photos.

MP Navigator EX

Using MP Navigator EX

MP Navigator EX is an application that enables you to easily scan photos and documents. It is suitable even for beginners.

Start MP Navigator EX

Click Here: MP Navigator EX

📖**Note**

- See "Let's Try Scanning" for details on how to scan images using MP Navigator EX.

Scan Photos and Documents

You can scan easily by navigating through MP Navigator EX screens. You can also save/print scanned images using MP Navigator EX.

Scan Small Documents at One Time

You can scan multiple small documents (photos, cards, etc.) at one time. It is useful as you do not need to scan multiple times.
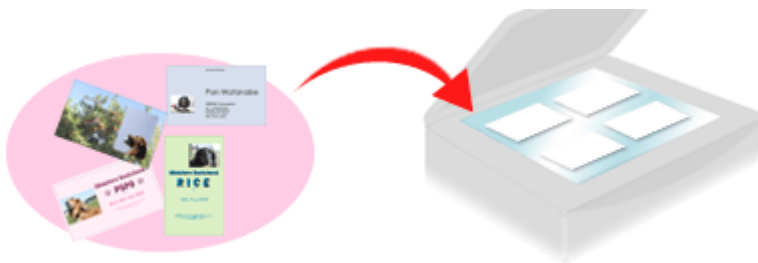
Scan Large Documents

You can easily scan documents that are larger than the Platen using MP Navigator EX. It allows you to scan the left and right halves of a document separately and combine them back into one image.

Scan with One-click

In One-click Mode, MP Navigator EX completes from scanning to saving, with a click of an icon. One-click Mode also allows you to scan and save images as PDF files or attach them to e-mail automatically.
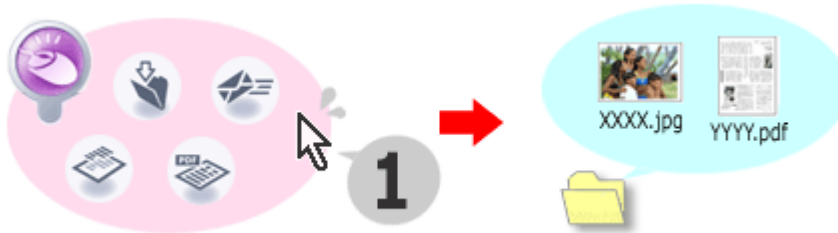
Scan and Correct/Enhance Photos

You can easily correct/enhance scanned photos using MP Navigator EX. You do not need to use other applications.
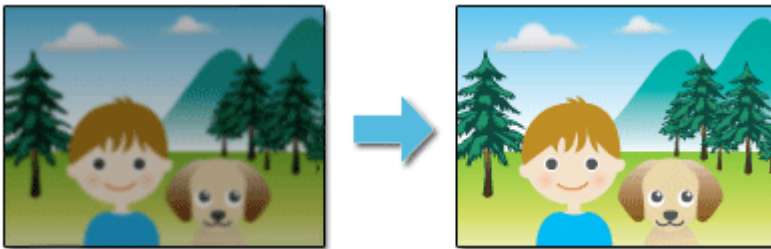
For details on how to use MP Navigator EX, refer to " Scanning with the Bundled Application Software ."

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About Solution Menu

Quick Shortcut!! Solution Menu

Solution Menu is a menu window that provides quick access from your desktop to Canon applications, manuals, and online product information.
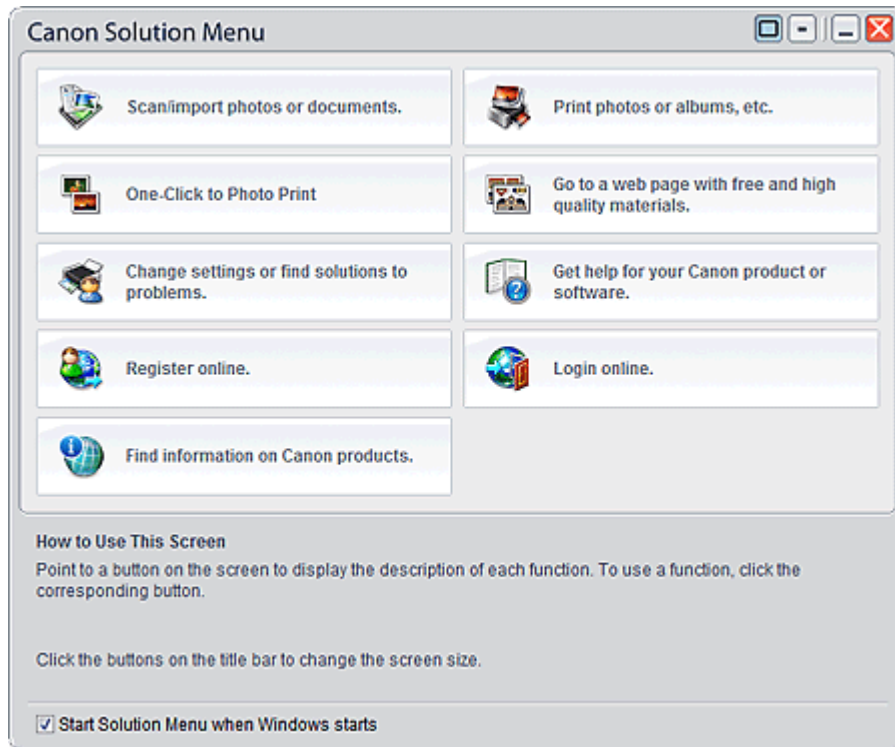
Important

- The number and types of buttons displayed in the window may vary depending on your printer and region.

Starting Solution Menu

Click Here: Solution Menu

To start from desktop, see below.

Double-click the Canon Solution Menu icon on the desktop. Alternatively, from the Start menu, select (All) Programs > Canon Utilities > Solution Menu > Solution Menu.

From the next time, Solution Menu starts when Windows starts.

If the Start Solution Menu when Windows starts checkbox at the bottom left of the window is not selected, Solution Menu does not start when Windows starts.

Note

- Solution Menu will start automatically when you install it using the *Setup CD-ROM* that accompanies the printer.

Changing the Window Size

Click (window size: large) or (window size: small) on the title bar to change the window size

(large or small).

Solution Menu opens with the last used window size next time it is started.

- When window size is small
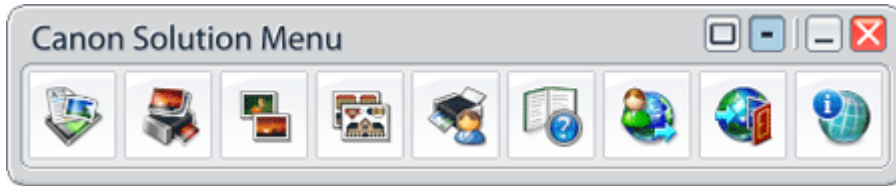
Starting an Application

1. Point to a button on the window to display the description of each application.

2. By clicking each button, the introduced application starts.

   Follow the same steps to view the manuals or online product information.

   Important

   - Internet connection is required to access the online information. Internet connection fees apply.

Exiting Solution Menu

Click ![X] (Close) on the title bar.

Restriction on Use of Solution Menu

This software is subject to the following restriction. Keep this point in mind when using it.

- All icons of the installed applications that support Solution Menu are displayed in the window. After the installation, you cannot rearrange the icons or delete only the icons.

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Advanced Guide

About Network Communication

➡ Changing and Confirming Network Settings

➡ Troubleshooting

➡ Appendix

➡ Glossary

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Advanced Guide

Changing and Confirming Network Settings

➡ Canon IJ Network Tool

➡ Canon IJ Network Tool Dialog Box

➡ Canon IJ Network Tool Menus

➡ Changing the Settings in the Wireless LAN Sheet

➡ Changing the WPA or WPA2 Detailed Settings

➡ Changing the Settings in the Admin Password Sheet

➡ Monitoring Wireless Network Status

➡ Initializing the Network Settings of the Machine

➡ Viewing the Modified Settings

➡ Printing Out Network Setting Information

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Advanced Guide

Advanced Guide > About Network Communication > Changing and Confirming Network Settings > Canon IJ Network Tool

Canon IJ Network Tool

The Canon IJ Network Tool is a utility that enables you to display and modify the machine network settings. It is installed when the machine is set up.

▶ Important

- Do not start up the Canon IJ Network Tool while printing.
- Do not print when the Canon IJ Network Tool is running.
- If the firewall function of your security software is turned on, a message may appear warning that Canon software is attempting to access the network. If the warning message appears, set the security software to always allow access.
- Canon IJ Network Tool has been verified to work on Windows XP, however, it does not support Fast User Switching. It is recommended to exit Canon IJ Network Tool when switching users.

Starting up Canon IJ Network Tool

1. **Double-click the** **Canon IJ Network Tool shortcut icon on the desktop.**

   Click Start and select All programs (or Programs), Canon IJ Network Utilities, Canon IJ Network Tool, and then Canon IJ Network Tool.

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Advanced Guide

Canon IJ Network Tool Dialog Box

This section describes the items displayed on the Canon IJ Network Tool dialog box.

Important

- To use the machine over LAN, make sure you have the equipment necessary for the connection type, such as an access point.
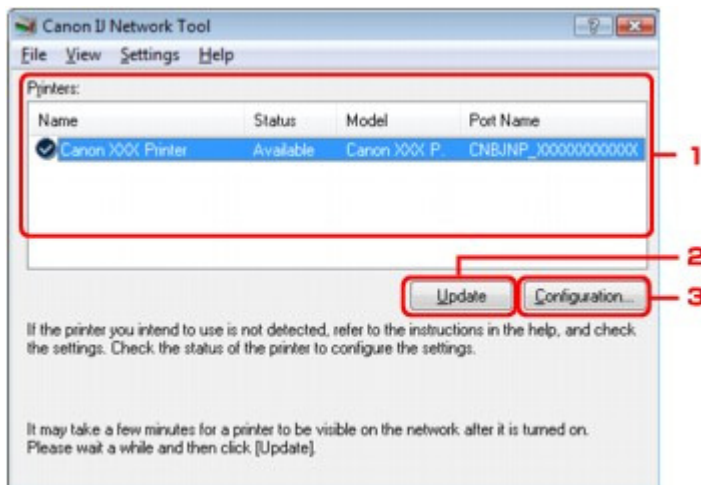
1. **Printers**

   The printer name, status, printer model name, and port name are displayed.
   A check mark next to the printer in the Name list indicates it is set as the default printer.
   Configuration changes are applied to the selected printer.

2. **Update**

   Performs printer detection again. Click this button if the target printer is not displayed.

   Important

   - To change the printer's network settings using the Canon IJ Network Tool, it must be connected via a LAN.
   - If No Driver is displayed for the name, associate the port with the printer.
     ➡ Canon IJ Network Tool Menus
   - If Not Found is displayed for the status, make sure that the access point is turned on.
   - If the printer on a network is not detected, make sure that the printer is turned on, then click Update. It may take several minutes to detect printers. If the printer is still detected, connect the machine and the computer with a USB cable, then click Update.
   - If the printer is being used from another computer, a dialog box is displayed informing you of this condition.

   Note

   - This item has the same function as Refresh in the View menu.

3. **Configuration**

   Click to configure settings of the selected printer.

   Note

   - You cannot configure a printer that has the status Not Found.
   - This item has the same function as Configuration in the Settings menu.

![Advanced Guide]

Advanced Guide > About Network Communication > Changing and Confirming Network Settings > Canon IJ Network Tool Menus

Canon IJ Network Tool Menus

This section describes the menus in the Canon IJ Network Tool dialog box.
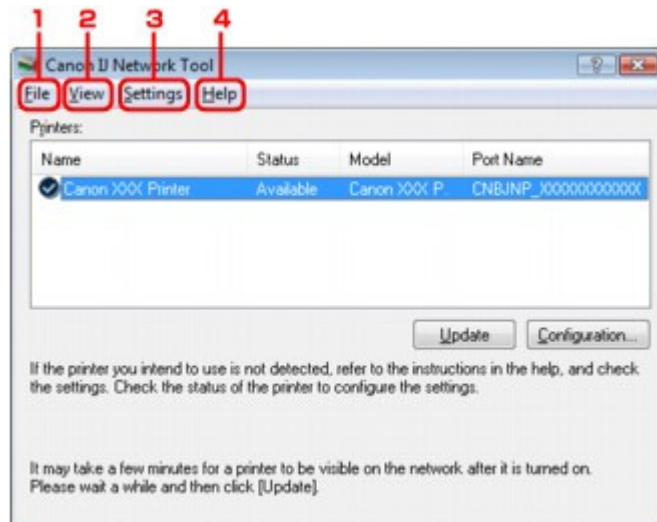
1. **File menu**

   Exit
   Exits the Canon IJ Network Tool.

2. **View menu**

   Status
   Displays the Status dialog box to confirm the printer connection status and wireless communication status.

   Refresh
   Updates and displays the contents of Printers to the latest information.

   ⚑ **Important**

   - To change the printer's network settings using the Canon IJ Network Tool, it must be connected via a LAN.
   - If No Driver is displayed for the name, associate the port with the printer.
   - If Not Found is displayed for the status, make sure that the access point is turned on.
   - If the printer on a network is not detected, make sure that the printer is turned on, then click Update. It may take several minutes to detect printers. If the printer is still detected, connect the machine and the computer with a USB cable, then click Update.
   - If the printer is being used from another computer, a dialog box is displayed informing you of this condition.

   📖 **Note**

   - This item has the same function as Update in the Canon IJ Network Tool dialog box.

   Network Information
   Displays the Network Information dialog box to confirm the network settings of the printer and the computer.

   Display Warning Automatically
   Enables or disables automatic display of the application's online help.
   When this menu is selected, the application's online help is displayed if one or more ports are unavailable for printing.

3. Settings menu

Configuration
Displays the Configuration dialog box to configure settings of the selected printer.

Note

- This item has the same function as Configuration in the Canon IJ Network Tool dialog box.

Associate Port
Displays the Associate Port dialog box and you can associate a port with the printer.
This menu is available when No Driver is displayed for the selected printer. Associating a port with
the printer enables you to use it.

Maintenance
Displays the Maintenance dialog box to revert the network settings of the printer to factory default.

4. Help menu

Help Topics
Displays the application's online help.

About
Displays the version of the Canon IJ Network Tool.

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Advanced Guide

Advanced Guide > About Network Communication > Changing and Confirming Network Settings > Changing the Settings in the Wireless LAN Sheet

Changing the Settings in the Wireless LAN Sheet

To change the wireless network settings of the printer, connect the printer and the computer with a USB cable temporarily. If you modify the wireless network settings of the computer over wireless connection without USB connection, your computer may not be able to communicate with the machine after modifying the settings.

Note

- Select Wireless LAN active in the WLAN active/inactive on the Operation Panel to change the settings in the LAN Settings sheet.
➡ Changing the Machine Settings on the LCD

1. Start up the Canon IJ Network Tool.
➡ Starting up Canon IJ Network Tool

2. Select the printer in Printers.

3. Select Configuration from the Settings menu.

4. Click the Wireless LAN tab.

Click OK after changing configuration. A dialog box is displayed asking you for confirmation before the settings are sent to the printer. If you click Yes, the settings are sent to the printer and the Transmitted Settings dialog box is displayed.
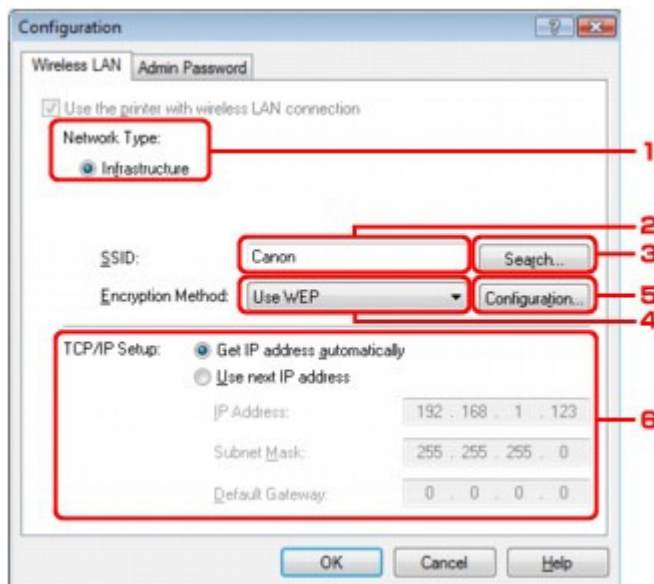
1. Network Type

Infrastructure
Connects the printer to the wireless LAN with an access point.

2. SSID

The SSID of the wireless LAN is displayed.

Note

- Enter the same SSID that the access point is configured to use. The SSID is case-sensitive.

3. Search

The Search dialog box is displayed to select an access point to connect to.
➡ Search dialog box

📖 **Note**

- When the Canon IJ Network Tool runs over a LAN, the button is grayed out and cannot be selected. Connect the printer and the computer with a USB cable temporarily to change the settings.

4. Encryption Method

Select the encryption method used over the wireless LAN.

🚩 **Important**

- If all encryption types of the access point, printer, or computer do not match, the printer cannot communicate with the computer. If the printer cannot communicate with the computer after the encryption type of the printer was switched, make sure that encryption types for the computer and the access point matches that set to the printer.
  ➡ How to Set a WEP/WPA/WPA2 Key
- If you connect to a network that is not protected with security measures, there is a risk of disclosing data such as your personal information to a third party.

Do not use
Select to disable encryption.

Use WEP
Transmission is encrypted using a WEP key you specified.
If a WEP key has not been set, the WEP Details dialog box is displayed automatically. To change WEP settings set before, click Configuration to display the dialog box.
➡ WEP Details dialog box

Use WPA/Use WPA2
Transmission is encrypted using a WPA or WPA2 key you specified.
The security has been strengthened more than WEP.
If a WPA or WPA2 key has not been set, the Authentication Type Confirmation dialog box is displayed automatically. To change WPA or WPA2 settings set before, click Configuration to display the WPA Details dialog box or WPA2 Details dialog box.
➡ Changing the WPA or WPA2 Detailed Settings

5. Configuration

The detailed settings dialog box is displayed. The WEP, the WPA, or the WPA2 key selected in Encryption Method can be confirmed and changed.

For details on WEP setting:
➡ WEP Details dialog box

For details on WPA or WPA2 setting:
➡ Changing the WPA or WPA2 Detailed Settings

6. TCP/IP Setup

Sets the IP address of the printer to be used over the LAN. Set a value appropriate for your network environment.

Get IP address automatically
Select this option to use an IP address automatically assigned by a DHCP server. DHCP server functionality must be enabled on your wireless LAN router or access point.

Use next IP address
If no DHCP server functionality is available in your setup where you use the printer or you want to use a particular IP address, select this option to use a fixed IP address.

- **Search dialog box**
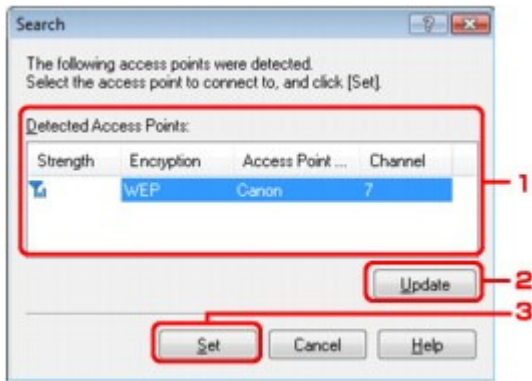
1. Detected Access Points

The signal strength from the access point, encryption type, name of access point, and the radio channel can be confirmed.

> **Important**
> - If you connect to a network that is not protected with security measures, there is a risk of disclosing data such as your personal information to a third party.

> **Note**
> - Signal strength is displayed as follows.
>
>   📶 : Good
>
>   📶 : Fair
>
>   📶 : Poor
> - Type of encryption is displayed as follows.
>   Blank: No encryption
>   WEP: WEP is set
>   WPA: WPA is set
>   WPA2: WPA2 is set

2. Update

Click to update the list of access points when your target access point is not detected.
If the target access point is set to the stealth mode, click Cancel to return to the previous screen and enter the access point's Service Set Identifier in SSID.

> **Note**
> - Make sure that the access point is turned on.

3. Set

Click to set the access point's SSID in SSID on the Wireless LAN sheet.

> **Note**
> - Depending on your settings, WEP Details dialog box, WPA Details dialog box, or WPA2 Details dialog box appears when you click the Set button. In the dialog box, configure the details to use the same encryption settings set to the access point.
> - Access points that cannot be used by this machine (including those configured to use different encryption methods) are displayed grayed out and cannot be configured.

- **WEP Details dialog box**
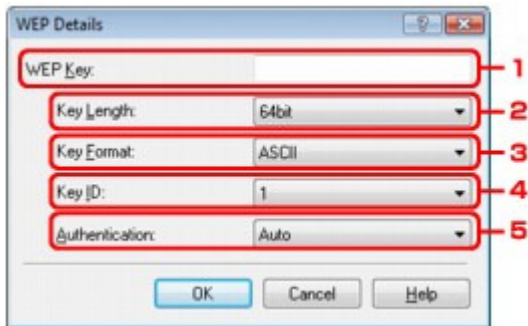
Specify the printer WEP settings. When changing the password (WEP key), the same change must be made to the password (WEP key) of the access point.

1. WEP Key

Enter the same key as the one set to the access point.
The number of characters and character type that can be entered differ depending on the key length and key format.

		Key Length	
		64 bit	128 bit
Key Format	ASCII	5 characters	13 characters
	Hexadecimal (Hex)	10 digits	26 digits

2. Key Length

Select either 64 bit or 128 bit.

3. Key Format

Select either ASCII or Hex.

4. Key ID

Select the Key ID (index) set to the access point.

5. Authentication

Select the authentication method to authenticate the printer's access to the access point. Normally, select Auto. If you want to specify the method manually, select Open System or Shared Key according to the setting of the access point.

Important

- If the printer cannot communicate with the computer after the encryption type of the printer was switched, make sure that encryption types for the computer and the access point matches that set to the printer.
  ➡ How to Set a WEP/WPA/WPA2 Key

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Advanced Guide

Advanced Guide > About Network Communication > Changing and Confirming Network Settings > Changing the WPA or WPA2 Detailed Settings

Changing the WPA or WPA2 Detailed Settings

To change the wireless network settings of the printer, connect the printer and the computer with a USB cable temporarily. If you modify the wireless network settings of the computer over wireless connection without USB connection, your computer may not be able to communicate with the machine after modifying the settings.

The example screenshots in this section refer to the WPA detailed settings.

1. Start up the Canon IJ Network Tool.

➡ Starting up Canon IJ Network Tool

2. Select the printer in Printers.

3. Select Configuration from the Settings menu.

4. Click the Wireless LAN tab.

5. Select Use WPA or Use WPA2 in Encryption Method and click Configuration.

Go to step 7 if encryption is not set to the printer.

6. Click Change Settings.
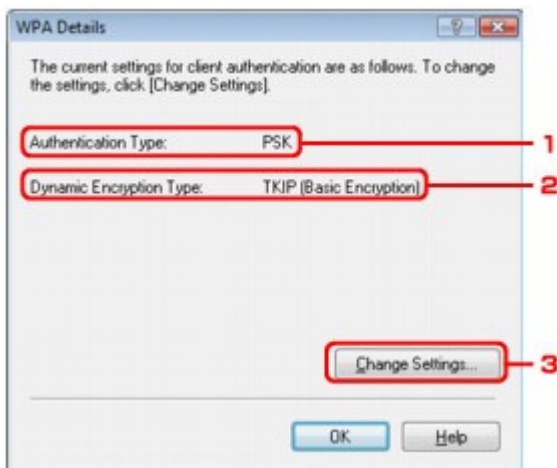
1. Authentication Type

   Displays the type of authentication used for client authentication.
   This machine supports the PSK authentication method.

2. Dynamic Encryption Type

   Displays the dynamic encryption method as either TKIP (Basic Encryption), or AES (Secure Encryption).

3. Change Settings

   Displays a dialog box to change WPA or WPA2 settings.

7. Check the client authentication type and click Next.
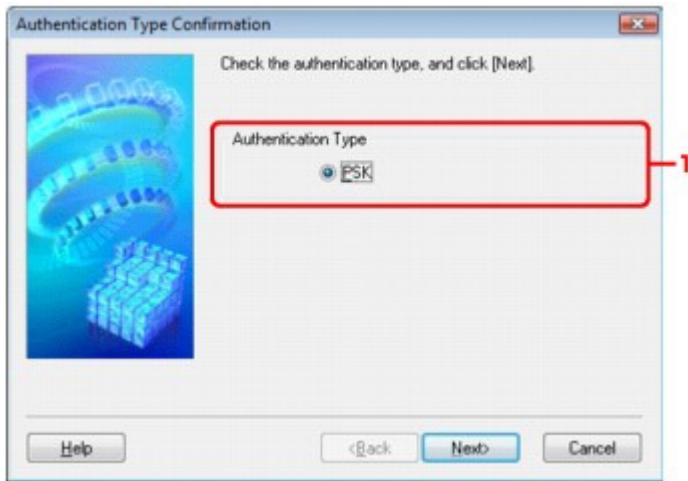
1. Authentication Type

   Type of authentication used for client authentication is displayed.
   This machine supports the PSK authentication method.

   PSK
   This authentication type uses a passphrase entered in the next screen.

8. Enter the passphrase, confirm the type of dynamic encryption and click Next.

1. Passphrase

   Enter the passphrase set to the access point. The passphrase should be a string of 8 to 63 alphanumeric characters or a 64-digit hexadecimal value.
   If you do not know the access point passphrase, refer to the manual provided with the access point or contact its manufacturer.

2. Dynamic Encryption Type

   Select the dynamic encryption method from either TKIP (Basic Encryption), or AES (Secure Encryption).

9. Click Finish.
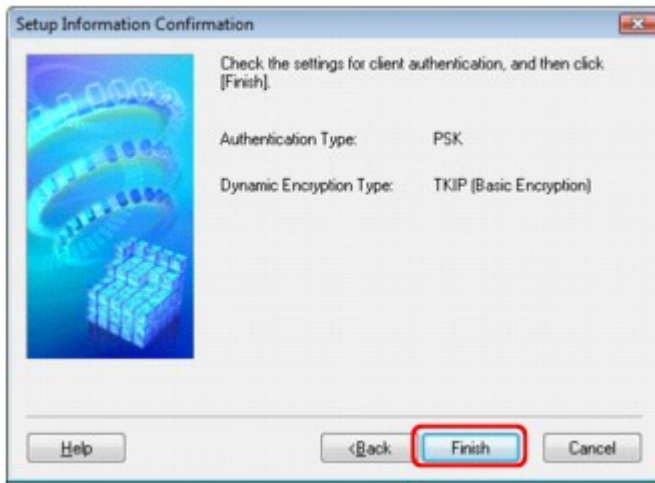
Setup Information Confirmation

Check the settings for client authentication, and then click [Finish].

Authentication Type: PSK

Dynamic Encryption Type: TKIP (Basic Encryption)

Help   <Back   Finish   Cancel

Important

- If the printer cannot communicate with the computer after the encryption type of the printer was switched, make sure that encryption types for the computer and the access point matches that set to the printer.
  ➡ How to Set a WEP/WPA/WPA2 Key

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Changing the Settings in the Admin Password Sheet

1. Start up the Canon IJ Network Tool.

   → Starting up Canon IJ Network Tool

2. Select the printer in Printers.

3. Select Configuration from the Settings menu.

4. Click the Admin Password tab.
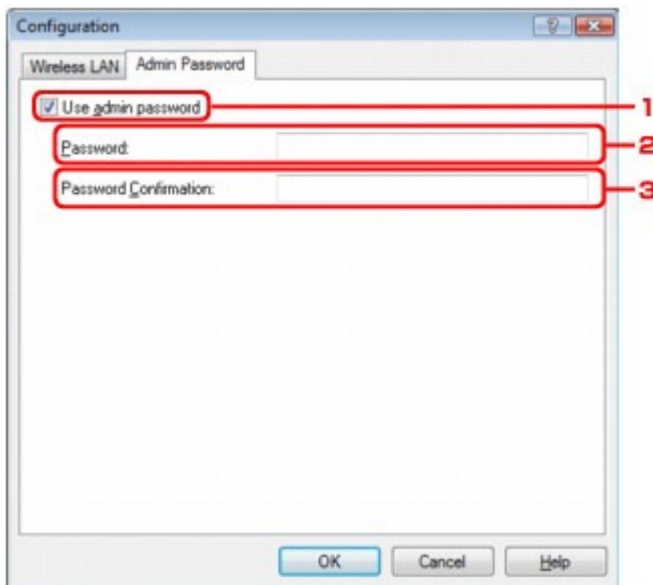
   1. Use admin password

      Set a password for the administrator with privileges to set up and change detailed options. To use this feature, select this check box and enter a password.

      > **Important**

      - The password should consist of alphanumeric characters and be no longer than 32 characters. The password is case-sensitive. Do not forget the password you set.

   2. Password

      Enter the password to set.

   3. Password Confirmation

      Enter the password again for confirmation.

5. Click OK.

   A dialog box is displayed asking you for confirmation before the settings are sent to the printer. If you click Yes, the settings are sent to the printer and the Transmitted Settings dialog box is displayed.

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![Advanced Guide]

Monitoring Wireless Network Status

1. Start up the Canon IJ Network Tool.

➡ Starting up Canon IJ Network Tool

2. Select the printer in Printers.

3. Select Status from the View menu.
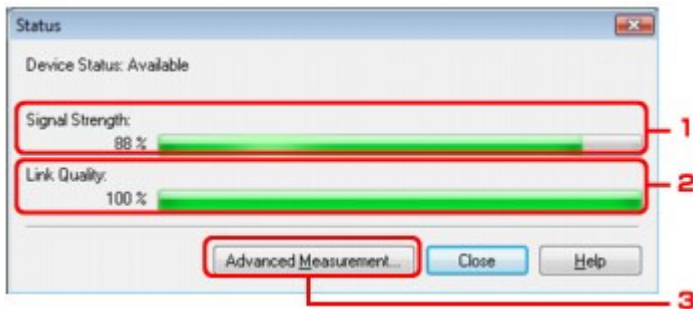
1. Signal Strength

   Indicates the strength of the signal received by the printer, ranging from 0% to 100%.

2. Link Quality

   Indicates the signal quality excluding the noise while communicating, ranging from 0% to 100 %.

   ▶**Important**

   - If the indicated value is low, move your printer closer to the wireless network device.

3. Advanced Measurement

   Click to examine the connection performance between the printer and the access point. Follow the instructions on the screen to start measuring and display the status. Measurement takes a few minutes.

   When ✅ is displayed in Connection Performance between the Printer and the Access Point, the printer can communicate with the access point. Otherwise, refer to displayed comments and Help for improving the status of communication link.

   📖**Note**

   - If any messages appear on Overall Network Performance, move the machine and access point as instructed to improve the performance.

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Initializing the Network Settings of the Machine

▶ Important

- Note that initialization erases all network settings on the machine, printing, scanning, or faxing operation from a computer over network may become impossible. To use the machine over network, refer to the setup manual of the machine to set up the machine again.

1. Start up the Canon IJ Network Tool.

➡ Starting up Canon IJ Network Tool

2. Select the printer in Printers.

**3.** Select Maintenance from the Settings menu.
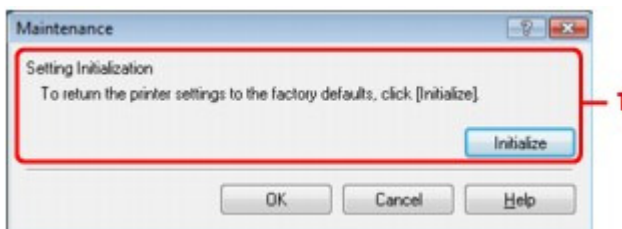
1. Setting Initialization

   Initialize
   Reverts all the network settings of the printer to factory default. Click Initialize to display the Initialize Settings dialog box and click Yes to initialize the network settings of the printer. Do not turn off the printer during initialization. Click OK when initialization is complete.
   Performing initialization when connected over wireless LAN will break the connection, so refer to your setup manual of the machine to set up the machine again.

📖 Note

- You can change the network settings of the printer using Canon IJ Network Tool with USB connection after initializing the LAN settings. To change the network settings using Canon IJ Network Tool, set WLAN active/inactive in Device settings to Wireless LAN active.

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Advanced Guide

Viewing the Modified Settings

The Confirmation dialog box is displayed when you modified the printer settings on the Configuration dialog box. When you click Yes on the Confirmation dialog box, the following screen is displayed for confirming the modified settings.

1. **Settings**

   A list of changes made in the Configuration dialog box is displayed.

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Advanced Guide

Printing Out Network Setting Information

You can print out the network settings of the machine such as its IP address and SSID.

Important

- This print out contains valuable information about your computer. Handle it with care.

1. Make sure that the machine is turned on.

2. Load a sheet of A4 or Letter-sized plain paper in the Rear Tray.

3. Press the **Menu** button repeatedly and select Device settings.

4. Use the ◄► button to select LAN settings, then press the **OK** button.

5. Use the ◄► button to select Print LAN details, then press the **OK** button.

   The following information on the machine's network setting is printed out.

Item	Explanations of the item	Setting
Wireless LAN	Wireless LAN	Enable/Disable
Link Status	Status of the Wireless LAN	Active/Inactive
MAC Address	MAC Address	XX:XX:XX:XX:XX:XX
SSID	SSID	SSID of the wireless LAN
Connection Mode	Connection Mode	Infrastructure
Channel	Channel	XX (1 to 13)
Encryption	Method of the Encryption	none/WEP/TKIP/AES
WEP Key Length	WEP Key Length	Inactive/128/64
Authentication	Method of the Authentication	auto/open/shared/WPA-PSK/WPA2-PSK
Signal Strength	Signal Strength	0 to 100 [%]
TCP/IP Version	TCP/IP Version	IPv4/IPv6
IP Address	Selected IP Address	XXX.XXX.XXX.XXX
Default Gateway	Default Gateway	XXX.XXX.XXX.XXX
Subnet Mask*1	Subnet Mask	XXX.XXX.XXX.XXX
Subnet Prefix Length*2	Subnet Prefix Length	XXX
IPsec*3	IPsec setting	Active
Security Protocol*3	Method of the Security Protocol	ESP/ESP & AH/AH
Printer Name	Printer name	Printer name (Up to 15 characters)
WSD	WSD setting	Enable/Disable
WSD Timeout	Timeout	1/5/10/15/20 [min]
LLTD	LLTD setting	Enable/Disable
LPR Protocol	LPR protocol setting	Enable/Disable
Bonjour	Bonjour setting	Enable/Disable
Bonjour Service Name	Bonjour service name	Bonjour service name (Up to 52 characters)
Bonjour LPR Service	Bonjour LPR service	Enable/Disable

	advertising	

("X" represents an alphanumeric character ranging from 0 to 9 and A to F.)
*1 Only when IPv4 is selected on IPv4/IPv6 setting, the status of the network is printed.
*2 Only when IPv6 is selected on IPv4/IPv6 setting, the status of the network is printed.
*3 Only when IPv6 is selected on IPv4/IPv6 setting and Active is selected on IPsec settings, the status of the network is printed.

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Advanced Guide

Troubleshooting

➡ Troubleshooting

➡ How to Set a Network Key/Network Password/Passphrase

➡ Cannot Communicate With the Machine/Cannot Print from the Machine

➡ The Following Screen Is Displayed During Setup

➡ Printer Status Monitor of the Machine Does Not Operate

➡ Cannot Print, Scan, or Fax from a Computer Connected to the Network

➡ It Takes a Long Time for Printing to Start

➡ The Admin Password Set to the Machine Was Forgotten

➡ Checking Information about the Network

➡ Restoring the Machine's Network Settings to Factory Default

➡ Updating the MP Drivers

➡ Uninstalling the Canon IJ Network Tool/Canon IJ Network Scan Utility

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Troubleshooting

This section describes troubleshooting tips for problems you may encounter when using the machine.
For troubleshooting tips related to the setup, refer to the *Network Setup Troubleshooting* .

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Advanced Guide

How to Set a Network Key/Network Password/Passphrase

➡ Cannot Connect with an Access Point to Which a WEP/WPA/WPA2 Key Is Set (You Forgot the WEP/ WPA/WPA2 Key)

➡ How to Set a WEP/WPA/WPA2 Key

Cannot Connect with an Access Point to Which a WEP/WPA/WPA2 Key Is Set (You Forgot the WEP/WPA/WPA2 Key)

For information on how to set up the access point, refer to the manual provided with the access point or contact its manufacturer. Make sure that the computer and the access point can communicate with each other, then set up the machine to match the settings of the access point.

How to Set a WEP/WPA/WPA2 Key

Refer to the manual provided with the access point or contact its manufacturer and check the access point settings. Make sure that the computer and the access point can communicate with each other, then set up the machine to match the settings of the access point.

- **When using WEP**

    The key length, key format, the key to use (one of 1 to 4), and the authentication method must match among the access point, the printer, and the computer.

    For access points that use automatically generated WEP keys, use the hexadecimal key format for the machine.

    Example:

    Using 64 bit key length, when the string "canon" is entered, an access point generates the following codes.

    Key 1: C9 42 28 B8 AE

    Key 2: 87 C0 FB 05 6B

    Key 3: 9A 15 FB F6 F3

    Key 4: 62 56 67 58 44

    In order to communicate with such an access point, you must configure the machine to use the key generated by the access point by entering it in hexadecimal format.

    Normally, select Auto for the authentication method. Otherwise, select Open System or Shared Key according to the setting of the access point.

    When the WEP Details dialog box appears after clicking Set on the Search dialog box, follow the on-screen instructions and set the key length, the key format, the key number, and the authentication to enter a WEP key.

    For details, see WEP Details dialog box.

- **When using WPA or WPA2**

    The authentication method, passphrase, and dynamic encryption type must match on the access point, the machine, and the computer.

    Enter the passphrase configured on the access point (a sequence of between 8 and 63 alphanumeric characters, or a 64-character hexadecimal number).

    Select either TKIP (Basic Encryption) or AES (Secure Encryption) for the dynamic encryption method.

    For details, see Changing the WPA or WPA2 Detailed Settings.

    📖 **Note**

    - This machine supports WPA-PSK (WPA-Personal) and WPA2-PSK (WPA2-Personal).

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Advanced Guide > About Network Communication > Troubleshooting > Cannot Communicate With the Machine/Cannot Print from the Machine

Cannot Communicate With the Machine/Cannot Print from the Machine

➡Cannot Communicate with the Machine After Applying MAC/IP Address Filtering or Entering a WEP/WPA/WPA2 Key to the Access Point

➡Cannot Communicate with the Machine After the Network Settings Are Changed

➡Cannot Connect to the Target Access Point

➡When Encryption Is Enabled, Cannot Communicate With the Machine After the Encryption Type Was Switched on the Access Point

➡Cannot Communicate with the Machine with USB Connection

➡Cannot Communicate with the Machine over the Network

➡The Machine Cannot Be Detected in the Network

Cannot Communicate with the Machine After Applying MAC/IP Address Filtering or Entering a WEP/WPA/WPA2 Key to the Access Point

- **Check 1: Confirm the access point setting.**

  Refer to the manual provided with the access point or contact its manufacturer to confirm the access point setting. Make sure that the computer and the access point can communicate with each other under this setting.

- **Check 2: If you are performing MAC address filtering at the access point, confirm that the MAC addresses for both the computer or the network device and the printer are registered.**

- **Check 3: If you are using a WEP/WPA/WPA2 key, make sure that the key for the computer or the network device and the printer matches that set to the access point.**

  Besides the WEP key itself, the key length, key format, the key ID to use, and the authentication method must match among the machine, the access point, and the computer.

  Normally, select Auto for the authentication method. If you want to specify the method manually, select Open System or Shared Key according to the setting of the access point.

  ➡How to Set a WEP/WPA/WPA2 Key

Cannot Communicate with the Machine After the Network Settings Are Changed

Wait until the IP address is assigned to the computer. You may need to restart your computer.

Search for the printer again after confirming a valid IP address is assigned to the computer.

Cannot Connect to the Target Access Point

- **Check 1: Make sure that the SSID/network name of the target access point and the machine are identical.**

  For the procedures to connect an access point and set it up, refer to the manual of your access point or contact its manufacturer.

  For the procedures to set up the printer, see Changing the Settings in the Wireless LAN Sheet.

- **Check 2: Make sure that Wireless LAN active is selected in the WLAN active/inactive on the Operation Panel.**

  ➡Changing the Machine Settings on the LCD

- **Check 3: If a network key is set to the access point, set the machine to match it.**
  ➡ How to Set a WEP/WPA/WPA2 Key

- **Check 4: Make sure that the valid wireless channel is used.**

  The wireless channel to be used may be limited depending on wireless network devices installed in the computer. Refer to the manual provided with your computer or your wireless network device to specify the valid wireless channel.

- **Check 5: Make sure that the channel set to the access point is valid to communicate with the computer, confirmed in Check 4.**

  If not, change the channel set to the access point.

- **For placement:**

  Make sure that there is no barrier or obstacle between the access point and the machine.

- **When using the printer in a multiple access point setup, make sure that the access point to be used can communicate with the machine and the computer.**

  Make sure that the wireless channel of the access point is far enough away with those of other access points.

  Windows XP may automatically connect to an unintended access point. Follow the steps below to make your access point the highest priority.

  1. **Select Start and Connect To.**

  2. **Right click Wireless Network Connection and select Properties.**

  3. **Click the Wireless Networks tab and confirm that Use Windows to configure my wireless network settings is checked.**

  4. **Confirm that the target access point is displayed in the Preferred networks list.**

When Encryption Is Enabled, Cannot Communicate With the Machine After the Encryption Type Was Switched on the Access Point

If the printer cannot communicate with the computer after the encryption type of the printer was switched, make sure that encryption types for the computer and the access point matches that set to the printer.

➡ Cannot Communicate with the Machine After Applying MAC/IP Address Filtering or Entering a WEP/WPA/WPA2 Key to the Access Point

Cannot Communicate with the Machine with USB Connection

- **Check 1: Make sure that the machine is turned on.**

- **Check 2: Make sure that the USB cable is connected properly.**

  Refer to the setup manual of the machine to connect the USB cable properly.

- **Check 3: Do not start up the Canon IJ Network Tool while printing.**

- **Check 4: Do not print while the Canon IJ Network Tool is running.**

- **Check 5: Make sure that Enable bidirectional support is selected in the Ports sheet of the properties dialog box of the printer driver.**
  ➡ Opening the Printer Driver Setup Window

Cannot Communicate with the Machine over the Network

- **Check 1: Make sure that the machine is turned on.**

- **Check 2: Is WLAN active/inactive in Device settings set to Wireless LAN active?**
  ➡ Changing the Machine Settings on the LCD

- **Check 3: Make sure that the network settings in the machine are identical with those of the access point.**

  Refer to the manual provided with the access point or contact its manufacturer to check the access point settings, and then modify the machine settings.
  ➡ How to Set a WEP/WPA/WPA2 Key

- **Check 4: Make sure that the machine is not place as far away from the access point.**

  The access point is located indoors within the effective range for wireless communication. Locate the machine within 50 m from the access point.

- **Check 5: Make sure that there is no obstruction.**

  Wireless communication between different rooms or floors is generally poor. Adjust the location of the devices.

- **Check 6: Make sure that there is no source of radio wave interference in your vicinity.**

  There may be a device such as a microwave oven using the same frequency bandwidth as the wireless station. Place the wireless devices as far away from the interference source as possible.

- **Check 7: Make sure that the network settings of the computer are correct.**

  For the procedures to connect a network device to the computer and set them up, refer to the manual of your network device or contact its manufacturer.

- **Check 8: Make sure that the radio status is good and adjust the installation positions while monitoring the radio status with Canon IJ Network Tool.**
  ➡ Monitoring Wireless Network Status

- **Check 9: Make sure that the valid wireless channel is used.**

  The wireless channel to be used may be limited depending on wireless network devices installed in the computer. Refer to the manual provided with your computer or your wireless network device to specify the valid wireless channel.

- **Check 10: Make sure that the channel set to the access point is valid to communicate with the computer, confirmed in Check 9.**

  If not, change the channel set to the access point.

- **Check 11: Make sure that the firewall of the security software is disabled.**

  If the firewall function of your security software is turned on, a message may appear warning that Canon software is attempting to access the network. If the warning message appears, set the security software to always allow access.

  If using any programs that switch the network environment, check their settings. Some programs will enable a firewall by default.

- **Check 12: When using a router, connect the printer and computer to the LAN side (same network segment).**

- **For placement:**
  Make sure that there is no barrier or obstacle between the access point and the machine.

The Machine Cannot Be Detected in the Network

- **Check 1: Make sure that the machine is turned on.**

- **Check 2: Make sure that the machine setup is completed.**

  If not, refer to your setup manual of the machine to complete the machine setup.

- **Check 3: When using Canon IJ Network Tool, click Update to search for the printer again.**

  ➡ Canon IJ Network Tool Dialog Box

- **Check 4: When searching for a printer over a network, make sure that the machine is associated with the port driver.**

  When No Driver is displayed under Name in the Canon IJ Network Tool, there is no association. Select Associate Port on the Settings menu, then associate the port with the printer.

  ➡ Canon IJ Network Tool Menus

- **Check 5: Make sure that the network settings in the printer are identical with those of the access point.**

  Refer to the manual provided with the access point or contact its manufacturer to check the access point settings, and then modify the machine settings.

  ➡ How to Set a WEP/WPA/WPA2 Key

- **Check 6: Make sure that there is no obstruction.**

  Wireless communication between different rooms or floors is generally poor. Adjust the location of the devices.

- **Check 7: Make sure that the machine is not place as far away from the access point.**

  The access point is located indoors within the effective range for wireless communication. Locate the machine within 50 m from the access point.

- **Check 8: Make sure that there is no source of radio wave interference in your vicinity.**

  There may be a device such as a microwave oven using the same frequency bandwidth as the wireless station. Place the wireless devices as far away from the interference source as possible.

- **Check 9: Make sure that the network settings of the computer are correct.**

  Make sure that the computer can communicate with the printer and the access point over the wireless LAN.

- **Check 10: Make sure that Enable bidirectional support is selected in the Ports sheet of the properties dialog box of the printer driver.**

  ➡ Opening the Printer Driver Setup Window

- **Check 11: Make sure that the firewall of the security software is disabled.**

  If the firewall function of your security software is turned on, a message may appear warning that Canon software is attempting to access the network. If the warning message appears, set the security software to always allow access.

  If using any programs that switch the network environment, check their settings. Some programs will enable a firewall by default.

- **Check 12: When using a router, connect the printer and computer to the LAN side (same network segment).**

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The Following Screen Is Displayed During Setup

➡The Enter Password Dialog Box Is Displayed During Setup

➡The Dialog Box for Setting the Encryption Is Displayed After Selecting the Access Point in the Search Dialog Box

➡"You are connecting the machine to the non encrypted wireless network" Is Displayed

The Enter Password Dialog Box Is Displayed During Setup

The following dialog box is displayed if an administrator password is set to the machine which has already been set up.

Enter the administrator password you have set.

➡Changing the Settings in the Admin Password Sheet

The Dialog Box for Setting the Encryption Is Displayed After Selecting the Access Point in the Search Dialog Box

This dialog box is displayed automatically if the encryption settings are changed on the access point. You need to change the machine's encryption settings to match those of the access point.

For information on the encryption settings, see Changing the Settings in the Wireless LAN Sheet .

"You are connecting the machine to the non encrypted wireless network" Is Displayed

Security is not configured on the access point. The machine can still be used, so continue the setup procedure to complete it.

▶Important

- If you connect to a network that is not protected with security measures, there is a risk of disclosing data such as your personal information to a third party.

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Printer Status Monitor of the Machine Does Not Operate

Use the printer driver with bidirectional communication.

Select Enable bidirectional support in the Ports sheet of the properties dialog box of the printer driver.

➡ Opening the Printer Driver Setup Window

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Advanced Guide

Advanced Guide > About Network Communication > Troubleshooting > Cannot Print, Scan, or Fax from a Computer Connected to the Network

Cannot Print, Scan, or Fax from a Computer Connected to the Network

- **Check 1: Make sure that the network settings of the computer are**

  correct.
  For the procedures to set up the computer, refer to the manual of your computer or contact its manufacturer.

- **Check 2: If the MP Drivers is not installed, install the MP Drivers.**

  Insert the *Setup CD-ROM* into the computer's disc drive and perform Custom Install and select MP Drivers to install again.

- **Check 3: Make sure that access control is not set to the access point.**

  For the procedures to connect an access point and set it up, refer to the manual of your access point or contact its manufacturer.

  Note
  - To check the MAC address or the IP address of the computer, see Checking the IP Address or the MAC Address of the Computer .

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It Takes a Long Time for Printing to Start

- **Check 1: The machine may be printing out or scanning a large job issued from another computer.**

- **Check 2: Make sure that the radio status is good and adjust the installation positions while monitoring the radio status with Canon IJ Network Tool.**

  ➡ Monitoring Wireless Network Status

  Make sure that there is no barrier or obstacle between the access point and the machine. Wireless communication between different rooms or floors is generally poor. The metal, concrete, or timber including the metallic material, mud wall, or insulator may interrupt a wireless communication. If the machine cannot communicate with the computer over a Wireless LAN for the wall material, place the machine and the computer in the same room or floor.

- **Check 3: Make sure that there is no source of interference in your vicinity.**

  Since a device such as a microwave oven uses the same frequency bandwidth, it may cause interference. Place the wireless devices as far away from the source of interference as possible.

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The Admin Password Set to the Machine Was Forgotten

Initialize the LAN settings.

➡ Restoring the Machine's Network Settings to Factory Default

After initializing the LAN settings, refer to your setup manual of the machine to set up the machine again.

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Advanced Guide

Checking Information about the Network

➡ Checking the IP Address or the MAC Address of the Machine

➡ Checking the IP Address or the MAC Address of the Computer

➡ Checking If the Computer and the Machine, or Computer and the Access Point Can Communicate

➡ Checking the Network Setting Information

Checking the IP Address or the MAC Address of the Machine

To check the IP address or the MAC address of the machine, print out the network setting information using the Operation Panel of the machine.

➡ Printing Out Network Setting Information

To display the network setting information using the Canon IJ Network Tool, select Network Information on the View menu.

➡ Canon IJ Network Tool Menus

Checking the IP Address or the MAC Address of the Computer

To check the IP address or MAC address assigned to the computer, follow the procedure below.

1. **Click Start > All Programs (or Programs) > Accessories > Command Prompt.**

2. **Enter "ipconfig/all" and press the Enter key.**

   The IP addresses and the MAC addresses of the network devices installed on your computer are displayed. When the network device is not connected to the network, the IP address is not displayed.

Checking If the Computer and the Machine, or Computer and the Access Point Can Communicate

To check that communication is available, perform the ping test.

1. **Click Start > All Programs (or Programs) > Accessories > Command Prompt.**

2. **Type the ping command and the IP address of the target printer or the target access point, and then press the Enter key.**

   ping XXX.XXX.XXX.XXX
   "XXX.XXX.XXX.XXX" is the IP address of the target device.
   If the communication is available, a message such as the following is displayed.
   Reply from XXX.XXX.XXX.XXX: bytes=32 time=10ms TTL=255
   When Request timed out is displayed, the communication is not available.

Checking the Network Setting Information

To check the IP address or the MAC address of the machine, print out the network setting information using the Operation Panel of the machine.

➡ Printing Out Network Setting Information

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Advanced Guide

Advanced Guide > About Network Communication > Troubleshooting > Restoring the Machine's Network Settings to Factory Default

Restoring the Machine's Network Settings to Factory Default

⚠️ **Important**

- Note that initialization erases all network settings on the machine, and printing, scanning, or faxing operation from a computer over network may become impossible. To use the machine over network, refer to the setup manual of the machine to set up the machine again.

Select Reset LAN settings on the Operation Panel of the machine to initialize the network setting.

➡ Changing the Machine Settings on the LCD

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Advanced Guide

Updating the MP Drivers

Download the latest MP Drivers in advance.

To obtain the latest MP Drivers, access our web site through the Internet and download the latest MP Drivers for your model.

After uninstalling the MP Drivers, install the latest MP Drivers according to the regular procedure. When the connection method selection screen is displayed, select Use the printer on network. The machine will be detected automatically in the network.

After making sure that the machine is detected, install the MP Drivers following the on-screen instructions.

Note

- You can use the machine over a LAN without performing setup again.

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Advanced Guide

Uninstalling the Canon IJ Network Tool/Canon IJ Network Scan Utility

- **Uninstalling the Canon IJ Network Tool**

  Follow the procedure below to uninstall the Canon IJ Network Tool from your computer.

  Important

  - Even if the Canon IJ Network Tool is uninstalled, you can print, scan, and fax from the computer over network. However, you cannot change the network settings over network.
  - Log into a user account with administrator privilege.

  1. Click Start > All Programs (or Programs) > Canon IJ Network Utilities > Canon IJ Network Tool > Uninstaller.

  2. Click Yes when the confirmation message appears.

     When the message prompting you to restart your computer is displayed, click OK to restart your computer.

     Note

     - You can also use Uninstall a program (or Add or Remove Programs, or Add/Remove Applications) on Control Panel to uninstall the Canon IJ Network Tool.

- **Uninstalling the Canon IJ Network Scan Utility**

  Follow the procedure below to uninstall the Canon IJ Network Scan Utility from your computer.

  Important

  - Even if the Canon IJ Network Scan Utility is uninstalled, you can print, scan, and fax from a computer over network. However, you cannot scan over network using the Operation Panel on the machine.
  - Log into a user account with administrator privilege.

  1. Click Start > All Programs (or Programs) > Canon IJ Network Utilities > Canon IJ Network Scan Utility > Uninstaller.

  2. Click Yes when the confirmation message appears.

     When the message prompting you to restart your computer is displayed, click OK to restart your computer.

     Note

     - You can also use Uninstall a program (or Add or Remove Programs, or Add/Remove Applications) on Control Panel to uninstall the Canon IJ Network Scan Utility.

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Appendix

➡ Restrictions

➡ Initial Values Set at Factory (Network)

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Restrictions

If you use a printer over the wireless LAN, the printer may recognize nearby wireless systems, you should set a network key (WEP, WPA, or WPA2) to the access point to encrypt wireless transmission. Wireless communication with a product that does not comply with the Wi-Fi standard cannot be guaranteed.

Connecting with too many computers may affect the printer performance, such as printing speed.

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Initial Values Set at Factory (Network)

Item	Initial Values
WLAN active/inactive	Wireless LAN inactive
SSID	BJNPSETUP
Communication mode	Infrastructure
Wireless Security	Disable
IP address	Getting automatically
Printer name setting	XXXXXXXXXXXXXX
IPv4/IPv6 setting	IPv4
Enable/disable WSD (WSD settings)	Active
Timeout setting (WSD settings)	1 minute
LLTD setting	Enable
Enable/disable Bonjour (Bonjour settings)	Enable
Service name (Bonjour settings)	Canon XXX series _XXXXXXXXXXXX
LPR service advertising (Bonjour settings)	OFF
LPR protocol setting	Enable

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Glossary

➡ About Technical Terms

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Advanced Guide

About Technical Terms

In this section, technical terms used in the manual are explained.

- A
- B
- C
- D
- F
- I
- K
- L
- M
- O
- P
- R
- S
- T
- U
- W

A

- **Access Point**

  A wireless transceiver or base station that receives information from wireless clients/the machine and rebroadcasts it. Required in an infrastructure network.

- **Ad-hoc**

  Client computer and machine setting where wireless communication occurs on a peer-to-peer basis, i.e., all clients in with the same SSID/network name communicate directly with each other. No access point is required. This machine does not support ad-hoc communication.

- **Admin Password**

  Administration password in Canon IJ Network Tool to restrict access to network users. It must be entered to access the printer and change printer settings.

  When the printer's network settings are factory default, the admin password does not have to been entered.

- **AES**

  An encryption method. It is optional for WPA. Strong cryptographic algorithm adopted within U.S. government organizations for information processing.

- **Authentication Method**

  The method that an access point uses to authenticate a printer through a wireless LAN. The methods are agreeable each other.

  When using WEP as an encryption method, the authentication method is able to fix to Open System or Shared Key. (The default authentication method is Auto.)

  For WPA/WPA2, authentication method is PSK.

  - Auto
    The printer automatically changes its authentication method to match the access

point.
- Open System

  In this authentication method, the communication partner is authenticated without using WEP key even if "Use WEP" is selected.
- Shared Key

  In this authentication method, the communication partner is authenticated using the WEP key that was set for encryption.

B

- **Bonjour**

  A service built into Mac OS X operating system to detect the connectable devices on a network automatically.

C

- **Channel**

  Frequency channel for wireless communication. In the infrastructure mode, the channel is automatically adjusted to match that set to the access point. This machine supports channels 1 to 13. Note that the number of channels that can be used for your wireless LAN varies depending on the region or country.

D

- **Default Gateway**

  A relay device to connect to another network such as a router or a computer.

- **DHCP server functionality**

  The router or the access point assigns an IP address automatically whenever the printer or the personal computer on a network starts up.

F

- **Firewall**

  It is a system that prevents an unlawful computer access in the network. To prevent, you can use the firewall function of a broadband router, the security software installed in the computer, or operation system for computer.

I

- **IEEE 802.11b**

  International standard for wireless LAN using the 2.4 GHz frequency range with a throughput of up to 11 Mbps.

- **IEEE 802.11g**

  International standard for wireless LAN using the 2.4 GHz frequency range with a throughput of up to 54 Mbps. Compatible with 802.11b.

- **Infrastructure**

  Client computer and machine setup where all wireless communications pass through an access point.

- **IP Address**

  A unique number with four parts separated by dots. Every network device that is connected to the Internet has an IP address. Example: 192.168.0.1

  An IP address is usually assigned by an access point or a DHCP server of the router

automatically.

For the procedure to check the IP address of the printer, see Checking the IP Address or the MAC Address of the Machine .

- **IPv4/IPv6**

  They are internetwork-layer protocol used on the internet. IPv4 uses 32-bit addresses and IPv6 uses 128-bit addresses.

K

- **Key Format**

  Select either ASCII or Hex as the WEP key format. The character that can be used for the WEP key differs depending on the selected key formats.

  - ASCII
    Specify with a 5 or 13-character string that can include alphanumeric and underscore "_" characters. It is case-sensitive.
  - Hex
    Specify a 10-digit or 26-digit string that can contain hexadecimal (0 to 9, A to F, and a to f).

- **Key Length**

  Length of the WEP key. Select either 64 bits or 128 bits. Longer key length allows you to set a more complex WEP key.

L

- **Link Quality**

  The status of connection between the access point and the printer excluding noise (interference) is indicated with a value from 0 to 100%.

- **LLTD**

  A Link Layer protocol built in Windows Vista for network topology discovery and quality of service diagnostics.

  LLTD is used by its Network Map feature to display a graphical representation of the local network.

- **LPR**

  A platform-independent printing protocol used in TCP/IP networks. It is not supported bidirectional communication.

M

- **MAC Address**

  Also known as the physical address. A unique and permanent hardware identifier that is assigned to network devices by its manufacturer. MAC addresses are 48 bits long and are written as a hexadecimal number separated by colons, i.e., 11:22:33:44:55:66. To check the MAC address of this machine, see Checking the IP Address or the MAC Address of the Machine.

O

- **Operation Status**

  Indicates the status on whether the printer can be used.

P

- **PSK**

  An encryption method employed by WPA/WPA2.

R

- **Router**

  A relay device to connect to another network.

S

- **Signal Strength**

  The strength of the signal received by the printer from the access point is indicated with a value from 0 to 100%.

- **SSID**

  Unique label for wireless LAN. It is often represented such as a network name or an access point name.

  SSID distinguishes one wireless LAN from another to prevent interference.

  The printer and all clients on a wireless LAN must use the same SSID in order to communicate with each other. The SSID can be up to 32 characters long, and is made up of alphanumeric characters. The SSID may also be referred to by its network name.

- **Stealth**

  In the stealth mode, an access point hides itself by not broadcasting its SSID. The client must specify the SSID set to the access point to detect it.

- **Subnet Mask**

  IP address has two components, the network address and the host address. Subnet Mask used to calculate the Subnet Mask address from the IP address. A Subnet Mask is usually assigned by an access point or a DHCP server of the router automatically.

  Example:
  IP Address: 192.168.127.123
  Subnet Mask: 255.255.255.0
  Subnet Mask Address: 192.168.127.0

T

- **TCP/IP**

  Suite of communications protocols used to connect hosts on the Internet or the LAN. This protocol allows different terminals to communicate with each other.

- **TKIP**

  An encryption protocol employed by WPA/WPA2.

U

- **USB**

  Serial interface designed to enable you to "hot-swap" devices, i.e., by plugging and unplugging them without turning off the power.

W

- **WCN (Windows Connect Now)**

  Users running Windows Vista can easily create network configuration settings and transmit them to the access point using the USB flash memory.

- **WEP/WEP Key**

  An encryption method employed by IEEE 802.11. Shared security key used to encrypt and decrypt data sent over wireless networks. This printer supports key length of 64 bits or 128 bits, key format of ASCII code or Hexadecimal, and key number of 1 to 4.

- **Wi-Fi**

  International association that certifies interoperability of wireless LAN products based on the IEEE 802.11 specification.

  This machine is a Wi-Fi authorized product.

- **Wireless LAN**

  A network that, instead of being connected by physical wires, is connected by a wireless technology, such as Wi-Fi.

- **WPA**

  Security framework announced by the Wi-Fi Alliance in October 2002. The security has been strengthened more than WEP.

  - Authentication
    WPA defines the following authentication methods: PSK that can be used without an authentication server, plus WPA-802.1x that do require an authentication server.
    This machine supports WPA-PSK.
  - Passphrase
    This encrypted key is used to perform WPA-PSK authentication.
    The passphrase should be a string of 8 to 63 alphanumeric characters or a 64-digit hexadecimal value.

- **WPA2**

  Security framework released by the Wi-Fi Alliance in September in 2004 as a later version of WPA. Provides a stronger encryption mechanism through Advanced Encryption Standard (AES).

  - Authentication
    WPA2 defines the following authentication methods: PSK that can be used without an authentication server, plus WPA2-802.1x that do require an authentication server.
    This machine supports WPA2-PSK.
  - Passphrase
    This encrypted key is used to perform WPA2-PSK authentication.
    The passphrase should be a string of 8 to 63 alphanumeric characters or a 64-digit hexadecimal value.

- **WPS (Wi-Fi Protected Setup)**

  WPS is a standard for easy and secure establishment of a wireless network.
  There are 2 primary methods used in the Wi-Fi Protected Setup:
  PIN entry: a mandatory method of setup for all WPS certified devices
  Push button configuration (PBC): an actual push button on the hardware or through a simulated push button in the software.

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